

# Part III

## MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE EMPLOYEES EVALUATION FORM

Employee	Department/Unit
Title	Evaluator

- 1 E--Exceeds Expectations
- 2 M--Meets Expectations
- 3 NI--Partially Meets Expectations/Needs Improvement
- 4 DN--Does Not Meet Expectations (significant improvement required)

### I. Review Last Year's Performance (A) [to be completed by the evaluator]

Administrative Skills	Description	Rating
Communication	Responding to audience appropriately, uses clear and effective listening, speaking, signing and writing skills to engage in honest, open dialogue at all levels of the college and its surrounding community [AACC Leadership Competency]	
Project Management	Creates effective project implementation plans, secures appropriate resources, and meets deadlines	
Productivity	Follows through on assignments and work commitments, manages time effectively, maintains quality under deadlines, communicates the need for additional assistance in a timely manner	
Problem Solving	Effectively assesses, analyzes, and responds to program and personnel issues (as appropriate)	
Planning/Program Review	Demonstrates planning skills for short- and long-term goals; uses data for analysis and review of own work and work of the unit(s) under that evaluator's supervision; conducts outcomes assessment for his/her unit's work	
Resource Management	Equitably and ethically sustains people, processes, and information as well as physical and financial assets to fulfill the mission, vision, and goals of the community college [AACC Leadership Competency]	
Comments (To what degree did the manager demonstrate these skills and values?):		

### II. Review Last Year's Performance (B)

Leadership Skills/Values	Description	Rating
Integrity	Operates with transparency and honesty	
Inclusiveness/collaboration	Effectively collaborates within and outside of his/her own area, appropriately includes others in planning and implementing activities	
Innovation/Creativity	Displays appropriate original thinking	

Humility/Sensitivity	Respects the work of others; displays sensitivity to a diverse work and learning community; readily admits when he or she is wrong or lacks information/knowledge	
Alignment of Work to College Mission and Core Values	Carries out duties in a manner that reflects the college mission and core values	
Comments (To what degree did the manager demonstrate these skills and values?):		

III. Establish Work and Professional Goals for Next Year

Initial Goals (based on accomplishment of previous goals, current Administrative Self-Evaluation, and current peer and/or direct report input)	
<b>To be completed prior to evaluation meeting</b>	
Goal	Action Plan, Criteria for Satisfactory Performance, Timeline

Additional Goals (based on supervisor's current evaluation)	
<b>To be completed at evaluation meeting</b>	
Goal	Action Plan

My signature acknowledges that I have read and discussed this evaluation with my supervisor. My signature does not necessarily mean that I concur with the evaluation, and I understand that the evaluation will become a permanent part of my personnel file. I have the right to submit written comments within ten (10) working days and to have those comments attached to this evaluation for inclusion in my personnel file.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Supervisor/Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Next-Level Administrator

**Comments of Next-Level Administrator: (Optional)**

Distribution:  
 Manager  
 Human Resources  
 8/16