

Part I. Administrative Employee Evaluation Peer and/or Direct Reports Input

Administrator's Name _____ Date _____

Title _____ Department _____

Peer and/or direct reports' input in administrative employee's evaluation is valued. Please complete the following evaluation form online. Your input will remain anonymous.

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

A rating of "improvement recommended" (3) or "performance does not meet the standard" (4) must be accompanied by explanatory remark by the evaluator. Additionally, positive remarks or constructive feedback for improvement is optional; space the "comments" section is provided.

	Rating:	1	2	3	4	5
A.	Responds appropriately, using clear and effective listening, speaking, and writing skills to engage in honest, open dialogue at all levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Creates effective project implementation plans, and demonstrates appropriate original thinking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Follows through on work commitments, manages time effectively, maintains quality of work under deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	Effectively assesses, analyzes and responds to program and personnel issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	Demonstrates planning skills using data and outcomes assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.	Equitably and ethically sustains people, processes and information as well as physical and financial assets to fulfill the mission of the college.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G.	Operates with transparency and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H.	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I.	Carries out duties in a manner that reflects the college mission and core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J.	Overall summary of your manager's evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K.	Comments (optional): Any rating of "improvement recommended" (3) or "performance does not meet the standard" (4) must be accompanied by an explanatory remark by the evaluator.					