

## Part II: SELF EVALUATION-ADMINISTRATIVE EMPLOYEE

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Use peer/direct reports feedback to complete. Submit your completed Self Evaluation- Administrative Employee to your next level administrator.

### A. Review Progress on Last Year's Goals:

Goals:

Results:

**Summary of Self-Evaluation including sample comments from peers and/or direct reports:**

Comments may address the following areas:

1. **Administrative Skills: communication, project management, productivity, problem solving, planning/program review, and resource management**
2. **Leadership Skills/Values: integrity, inclusiveness/collaboration, innovation/creativity, humility/sensitivity, and alignment of work to college mission and core values**

Areas of excellence:

Areas for improvement:

- **Summary of "how results of the assessment of learning outcomes are used to improve teaching and learning" (Accreditation Standard III.A.6, as applicable to academic administrators and other personnel directly responsible for student learning):**

### C. I will be working on the following self and professional items in the \_\_\_\_\_ academic year.

(List your top 1-5 goals)

Goals & Objectives:

Action Plan:

### D. I need the following assistance:

- Equipment, support, conferences, training, etc.
- The District can provide:

### E. Signatures:

Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Next-Level  
Administrator : \_\_\_\_\_

Date: \_\_\_\_\_

### Distribution:

Manager  
Human Resources  
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