

## Part II: SELF EVALUATION-ADMINISTRATIVE MANAGEMENT EMPLOYEE

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

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

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

**A. Goals should reflect a commitment to equitable outcomes and inclusive practices. Review Progress on Last Year's Goals:**

**Goals:**

**Results:**

**Summary of Self-Evaluation including sample comments from peers and/or direct reports that addresses work in diversity, equity, and inclusion. 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:

**B. I will be working on the following self and professional items that reflect a commitment to equitable outcomes and inclusive practices in the \_\_\_\_\_ academic year.**  
(List your top 1-5 goals)

**C.**

Goals & Objectives:

Action Plan:

**D. I need the following assistance:**

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

**E. Signatures:**

Administrator \_\_\_\_\_  
**Management**  
**Employee:**

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

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

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

**Distribution:**

Manager  
Human Resources

