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

~~Administrator~~ **Management Employee**'s Name_____ Date _____

Title_____Department _____

Peer, **faculty, staff, management colleagues,** ~~and/or~~ direct reports', **and/or other individuals** who can provide meaningful input in **the** ~~administrative~~ **management** 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 **that promotes diverse ideas and perspectives.** at all levels.

B. Creates effective project implementation plans, and demonstrates appropriate original thinking.

C. Follows through on work commitments, manages time effectively, maintains quality of work under deadlines.

D. Effectively assesses, analyzes and responds to program and personnel issues, **including the promotion of diverse ideas and perspectives.**

E. Demonstrates planning skills using data and outcomes assessment **that promotes diverse ideas and perspectives.**

F. Equitably and ethically sustains people, processes and information as well as physical and financial assets to fulfill the mission of the college.

G. Operates with transparency, and honesty.

H. Respects the work of others; displays sensitivity to a diverse work and learning community; readily admits when ~~he or she is~~ **they are** wrong or lacks information.

I. **Recognizes and manages their own biases and the impact it has on their performance including direct employee oversight;**

J. Carries out duties in a manner that reflects the college mission and core values.

K. **Overall summary of your manager's evaluation.**

L. 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.

8/2016