



## MANAGEMENT PERFORMANCE APPRAISAL SELF EVALUATION

Employee Name:	Department / Division:	Position:
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Self assessment and evaluation are at the core of any academic institution. Self evaluation is the process of critically reviewing the quality of ones own performance and provision and is a necessary component of the total assessment process. The purpose of a self-evaluation is to assess your own strengths, weaknesses, skills and abilities while at the same time addressing any concerns and struggles you may have as they relate to your job. When completing a self-evaluation, you will also have the opportunity to set goals and request resources for the upcoming review periods.

Below are questions which will be asked of your constituents to asses your skills, knowledge and abilities. Please read each category carefully and then check-off the response which best reflects your assessment of your performance. Definitions to the rating scale are provided below to assist you with the self evaluation. A narrative portion is also included to allow you the opportunity to include supporting examples. Please return the complete self evaluation to your immediate manager by the due date.

### Rating Scale:

- 5 = OUTSTANDING:** Performance consistently exceeds goals and frequently influences others to help bring the District to a higher level of performance.
- 4 = COMMENDABLE:** All duties and responsibilities are performed in a thorough, comprehensive manner, some duties in an outstanding manner.
- 3 = FULLY SATISFACTORY:** Performance meets all job requirements. Considered fully adequate for the job.
- 2 = NEEDS IMPROVEMENT:** Performs most duties adequately and meets most standards in an acceptable manner, but improvement is necessary.
- 1 = UNSATISFACTORY:** Performance is unacceptable. Improvement is required immediately.

**Job Knowledge:** I Possess the knowledge, skills, understanding, technical, organizational and functions required by my position to implement the principles and concepts underlying the department / division to administrate it effectively, to communicate its values to others, and to encourage colleagues to provide necessary courses of action for program review. I use District and field resources to perform task and responsibilities.

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; padding: 2px;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">4</td><td>Commendable</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">3</td><td>Fully Satisfactory</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">2</td><td>Needs Improvement</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">1</td><td>Unsatisfactory</td></tr> </table>	5	Outstanding	4	Commendable	3	Fully Satisfactory	2	Needs Improvement	1	Unsatisfactory	Please explain your rating:
5	Outstanding										
4	Commendable										
3	Fully Satisfactory										
2	Needs Improvement										
1	Unsatisfactory										

**Planning/Organization:** I demonstrate sound understanding and application of planning, organize, and prioritizing. I set priorities to optimize time usage. I engage in short and long term planning. I propos milestones which allow progress to be adequately measured. I adhere to schedules and plans. I am able to anticipate and respond to needs and problems which may require the development of new techniques or other innovative methods.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Adaptability:** I demonstrate overall flexibility to adjust to different conditions, environment, and change when necessary. I am able to communicate, promote and motivate others to achieve consensus around fundamental changes. I am willing to accept and address new challenges.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Communication:** I demonstrate the ability to communicate effectively to different audiences and at different levels. I effectively communicate division activities and needs within the college to ensure accurate dissemination of information pertaining to the department/division. My effective communication includes oral, written as well as listening skills.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Judgment/Decision Making:** I demonstrate understanding of / and exercises high level of skill in problem solving. I make decisions in a timely manner. I consider relevant alternatives and perspectives before making decisions. I take responsibility for decisions and shows conviction in making recommendations. I present recommendations that withstand critical examination.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Initiative:** I anticipate problems and resolve issues without needing direction. I take action when need is presented. I seldom require supervision.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Equal Opportunity Development:** I promote District policies and goals relating to equal opportunity; demonstrate recognition of diverse backgrounds and value their contribution to the institution. I am sensitive to issues of diversity involving subordinates and all college employees.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Development of Subordinates:** I demonstrate the ability to recognize performance strengths and limitations of subordinates and to provide opportunity to effectively help them overcome their limitations and achieve their maximum potential. I evaluate performance of subordinates fairly and objectively and in accordance with policy.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Leadership Skills:** I provide leadership and demonstrate integrity in the development and delivery of programs and services within the area of supervision. I motivate mentor and coach staff. I encourage trust, and cooperation. I Promote and support innovative ideas. I demonstrate concern about the entire District rather than just my department / division.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Participation:** I effectively seek input from those affected by my decisions before taking action. I attempt to simplify and/or improve procedures, techniques, and processes by involving constituent groups that underscore the interest(s) of the District.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

**Outcomes:** I support the development of student learning outcomes/service area outcomes to enhance student retention, persistence, and progression to meet their educational and career goals. I advance the development and assessment of learning outcomes for my area of responsibility and facilitate use of the results to improve the effectiveness of the service in these areas.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

1. What are your most important achievements and contributions since your most recent performance evaluation?

2. What goals do you wish you had accomplished since your last performance evaluation, but did not? What would have helped you to accomplish these goals?

3. In what other major projects and initiatives did you participate and contribute since your most recent performance evaluation?

4. Indicate your future goals and objectives, and what can Rio Hondo do to assist you obtain your future goals and objectives?

5. What professional and personal goals will help you improve or develop your performance in your current job?

6. How would you evaluate your overall performance over the last year and why?

- (Attach Additional Sheets if Necessary)

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Signature of Employee

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Date