



## MANAGEMENT PERFORMANCE APPRAISAL

Employee Name:	Department / Division:	Position:
Originator:	Period Review:	Return to Originator by: _____ (Date)
Please check your affiliation: Administration _____ Faculty _____		Classified _____ Student _____
		Immediate Supervisor: Yes _____ No _____

Assessment and evaluation are at the core of any academic institution. The evaluation of administrators is a necessary component of the total assessment process. It assists the administrator whose work is being assessed, improve the unit to which the administrator is assigned and ultimately benefits the District as a whole. The administrative evaluation process at Rio Hondo Community College is founded on the belief that evaluations should include, to the extent possible, input from all campus constituents.

In order to enhance institutional programs and goals, your confidential evaluation of the administrator named above is requested. Please read each category below carefully and then check-off the response which best reflects your assessment of the administrator's performance. Definitions to the rating scale are provided below to assist you with the evaluation. If you wish, a narrative portion is also included to allow you the opportunity to include supporting examples and provide specific recommendations for development. If you are unable to assess the performance in question or have no knowledge upon which to make an assessment, please skip the question on the rating part of the survey. Please return the completed confidential survey to the originator on the date indicated above.

**THANK YOU FOR PARTICIPATING IN THIS VERY IMPORTANT PROCESS.**

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

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

Please explain your rating:

**Planning/Organization:** Demonstrates sound understanding and applications of planning, organizing, and prioritizing. Sets priorities to optimize time usage. Engages in short and long term planning. Proposes milestones which allow progress to be adequately measured. Adheres to schedules and plans. 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:** Demonstrates overall flexibility to adjust to different conditions, environment, and change when necessary. Able to communicate, promote and motivate others to achieve consensus around fundamental changes. Willing to accept and address new challenges.

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

Please explain your rating:

**Communication:** Demonstrates the ability to communicate effectively to different audiences and at different levels. Effectively communicates division activities and needs within the college to ensure accurate dissemination of information pertaining to the department/division. 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:** Demonstrates understanding of / and exercises high level of skill in problem solving. Makes decisions in a timely manner. Considers relevant alternatives and perspectives before making decisions. Takes responsibility for decisions and shows conviction in making recommendations. Presents recommendations that withstand critical examination.

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

Please explain your rating:

**Initiative:** Anticipates problems and resolves issues without needing direction. Takes action when need is presented. Seldom requires supervision.

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

Please explain your rating:

**Equal Opportunity Development:** Promotes District policies and goals relating to equal opportunity; demonstrates recognition of diverse backgrounds and values their contribution to the institution. 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:** Demonstrates 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. Evaluates 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:** Provides leadership and demonstrates integrity in the development and delivery of programs and services within the area of supervision. Motivates, mentors and coaches staff. Encourages trust, and cooperation. Promotes and supports innovative ideas. Demonstrates concern about the entire District rather than just the department / division.

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

Please explain your rating:

**Participation:** Effectively seeks input from those affected by decisions before taking action. Attempts to simplify and/or improve procedures, techniques, and processes by involving constituent groups that underscores the interest(s) of the District.

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

Please explain your rating:

**Outcomes:** Supports the development of student learning outcomes / service area outcomes to enhance student retention, persistence, and progression to meet their educational and career goals. Advances the development and assessment of learning or service area outcomes for his/her area of responsibility and facilitates 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:

**Review of Past Goals:**

1. What performance areas were noted for improvement at the last evaluation and to what extent were the improvements made if any?

2. If progress was not satisfactory, what were the reasons?

**Future Goals:** Must be related to the department / Districts goals; attainable, reasonable, realistic, and measurable; items which are in addition to the day-to-day operational tasks. \*

List goals to be accomplished during next review period and establish timelines.

**Training/Development Plan \***

	<b>Areas for Attention</b>	<b>Activities Recommended</b>	<b>Timing</b>
<b>1. On-the-Job Activities</b>			
<b>2. Training/Education</b>			

This evaluation has been discussed with me and I understand I may make written comments.

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Reviewer Date

\_\_\_\_\_  
Signature of Reviewer's Supervisor Date

\* (Attach Additional Sheets if Necessary)