

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

COMPREHENSIVE ADMINISTRATOR PERFORMANCE EVALUATION

FORM D*—ADMINISTRATOR SELF-ASSESSMENT REPORT

Name of Employee Being Evaluated (Evaluatee) _____

Title _____ Department/Location _____

Evaluation Year: From _____ Through _____

Name of Evaluator _____ Title _____

Self-assessment is an important element in the administrator performance evaluation process because it gives you an opportunity to list accomplishments and identify strengths and areas for growth and development. The self-assessment process is also an important tool from which to develop goals and objectives.

Prior to completing your self-assessment, participate in the meeting with your supervisor to review the results of the Multi-rater Feedback Assessment Survey. The analysis and interpretation of information will facilitate increased self-awareness of work behaviors and interactions with faculty, staff, students, colleagues, supervisor, and clients.

In preparing your written Self-Assessment consider the following, as relevant to your particular assignment:

1. Progress on annual performance goals and objectives.
2. Highlight overall accomplishments (e.g. activities, committee work, community involvement, etc.) since your last Comprehensive Administrator Performance Evaluation.
3. What was your most important accomplishment? Describe area(s) where you played a leadership role, enhanced District/College priorities, and implemented change.
4. Activities you have led or participated in that support a learner-centered institution.
5. Issues, opportunities, and problems that emerged that you did not, or could not anticipate. What did you do?
6. What inhibits you from doing your job as well as you would like (e.g. organizational structures, administrative procedures, etc.)?
7. Example(s) of your participation in a team effort involving people from other units. What parts of the effort succeeded? What parts did not work well, and to what degree did your participation make a difference?
8. What are some of the areas where you would like to improve your performance? Are there institutional barriers preventing you from making those changes? If so, what are these barriers?

* To be completed two weeks in advance of Summary Conference Session.

9. Within constraints that may have been identified above, what can you do to implement each of these changes?
10. What support can your unit or supervisor provide to help you make these changes?
11. In which area of your Administrator responsibilities do you consider yourself strongest?
12. Describe your response to the feedback information from the Multi-rater Feedback Survey.
13. Identify areas for growth and development within your area of Administrator responsibilities.