

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

COMPREHENSIVE ADMINISTRATOR PERFORMANCE EVALUATION & SELF ASSESSMENT FORM

Complete this form only if you are completing a Comprehensive Evaluation. Please attach a copy of your 360 Survey Results.

Name of employee being evaluated (Evaluatee): _____

Title: _____

Department/Location: _____

Evaluation Year (calendar): _____

Name of Evaluator: _____

Title: _____

Part I. Assessment of Prior Year Goals and Objectives

Instructions: Cut and paste your goals and objectives from the previous evaluation or if you are a new hire, the goals and objectives established in your first 30 days. Then describe the progress with your previous goals. **Print single-sided only.**

	Previous Administrator Goal(s): A goal is a broad primary outcome	Previous Objectives: An objective is a measurable step you take to achieve your goal	Status: The status is the extent to which you have progressed and/or completed your goals & objectives. If not completed, explain why.
	<i>Example: Redesign the Administrator Evaluation Process & Forms</i>	<i>Example: Convene periodic meetings with the Admin Association to update forms and provide training</i>	Example: <ul style="list-style-type: none"> Progress has been unexpectedly fast. We anticipate completing early next year. Drafts of forms completed Trainings were held in the Fall 20XX
1.			

	Previous Administrator Goal(s): A goal is a broad primary outcome	Previous Objectives: An objective is a measurable step you take to achieve your goal	Status: The status is the extent to which you have progressed and/or completed your goals & objectives. If not completed, explain why.
2.			
3.			
4.			

PART II. DETERMINATION OF NEW GOALS

Instructions: List your 3-5 goals for next year. Refer to the Chancellor, College President and/or Direct Administrator’s goals, where applicable. *Print single-sided only.*

	Administrator Goal(s): A goal is a broad primary outcome	Planned Related Objectives: An objective is a measurable step you take to achieve your goal	Target Completion Date(s)	Please indicate with which Chancellor, President and/or Direct Administrator’s goal(s) your goal/objective aligns.
	<p><i>Example: Evaluate and update the Administrator Evaluation Forms & Guide</i></p>	<p><i>Example: Schedule a series of working meetings to evaluate the 20XX-XX admin evaluation process.</i></p> <p><i>Update the forms and guide based on feedback received.</i></p> <p><i>Request Admin Eval as a standing item during 1:1 meetings.</i></p>	<p><i>Example: April 20XX: Solicit feedback about new evaluation forms at Admin Association meeting.</i></p> <p><i>August 20XX: Launch updated forms and guide</i></p>	<p><i>Example: Chancellor’s Goal #1: Improving efficacy and efficiency of district and college systems and processes</i></p>
1.				
2.				

	Administrator Goal(s): A goal is a broad primary outcome	Planned Related Objectives: An objective is a measurable step you take to achieve your goal	Target Completion Date(s)	Please indicate with which Chancellor, President and/or Direct Administrator's goal(s) your goal/objective aligns.
3.				
4.				

PART III. COMPREHENSIVE SELF-ASSESSMENT - *Print single-sided only.*

Instructions: 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, review the results of the 360 Survey. The analysis and interpretation of information will facilitate increased self-awareness of work behaviors and interactions with faculty, staff, students, colleagues, direct administrator, and clients.

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

Accomplishments:

1. Since your last Comprehensive Evaluation (or since beginning your current position), what are your most important accomplishments that positively impacted the institution? Please include no more than 3 examples.

Challenges:

2. Since your last Comprehensive Evaluation (or since beginning your current position), what were the most significant challenges that you have faced and what did you do to address them? Please include no more than 3 examples.

Continuous Improvement:

3. Based on the feedback you have received as part of the evaluation process (e.g., annual evaluation, 360 Survey, etc.), identify your top 3 areas for growth and development.

4. What long-term goals, beyond your annual goals, do you hope to accomplish by your next Comprehensive Evaluation? What challenges do you foresee and how can your direct administrator best support you?

Instructions: The Evaluator will comment briefly and objectively on how each of the following competencies contributes to the Evaluatee's performance in his or her position. The Evaluator shall also rate each category and overall performance rating of the Evaluatee using the following rating scale:

Excellent	Performance is outstanding in almost every aspect. Consistently exhibits exceptional behavior. Requires minimal supervision, but consults as appropriate. A knowledgeable observer would recognize overall high-quality results. Evaluatee is an inspiration to colleagues, and a model for the organization.
Exceeds Expectations	Fully effective. Is excellent in some areas, exceeds expectations in most areas, and meets expectations in remaining areas. Is able to perform most functions independently, but requires more supervision in particular areas. Knowledgeable observers would consider this individual to be an important contributor to the organization.
Meets Expectations	Usually exhibits behavior with an effective outcome. Performance is at the basic intended level of satisfactory quantity and quality of work, but does not exceed expectations in a significant amount of areas. Requires on-going supervision to be fully effective.
Needs Improvement	Exhibits effective behavior in some areas, but in other areas performance needs improvement. Needs development and/or experience to improve overall quality and quantity of work. Requires on-going supervision, and even then may not be fully effective. Note: When this rating is given, the evaluator must specify why the rating was assigned, and make recommendations for improvement.
Unsatisfactory	Does not meet expectations in several areas. Significant development is required. A knowledgeable observer would observe a performance level of not meeting specific job requirements. Note: When this rating is given, the evaluator must specify why the rating was assigned, and make recommendations for improvement.

1. KNOWLEDGE AND EXPERTISE

Understands and applies goals, policies, and procedures; shows mastery of job; is sought out for advice; integrates new ideas and technologies. (Limit 1,500 characters)

Excellent

Exceeds
Expectations

Meets
Expectations

Needs
Improvement

Unsatisfactory

Comments:

2. LEADERSHIP AND SUPERVISION:

Leads, motivates, delegates and advocates, as appropriate; considers the whole organization in decisions; encourages excellence; has vision and ideas for the future; pulls people together; and sets a good example. (limit 1,500 characters)

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

3. HUMAN RELATION SKILLS:

Shows concern for issues that affect others; demonstrates respect for others relates well to many different types of people. (Limit 1,500 characters)

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

4. COMMUNICATION SKILLS:

Listens intentionally and responds appropriately; makes effective written and oral presentations; communicates clearly; is accessible; conveys important information on a timely basis. (Limit 1,500 characters)

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

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ADMINISTRATOR PERFORMANCE EVALUATION

ADMINISTRATOR PERFORMANCE APPRAISAL SUMMARY

Highlight how this employee has met the requirements of his/her position during the rating period. Address the following areas, and attach additional sheets as needed:

1. Evaluate how this employee has met the requirements of his/her position during the performance evaluation period. Comment on progress in achieving annual performance goals and objectives, special assignments, projects, professional organization/community involvement, and other activities. Highlight employee's greatest strengths in this position
2. Identify specific areas for growth and development in present position including training and development opportunities.
3. Incorporate development needs in response to the 360 Survey results, if appropriate.
4. Summarize any "needs improvement" and "unsatisfactory" areas. Must specify recommendations for each area noted. Explain what specific improvements are needed to achieve greater effectiveness in job performance, if any.
5. Identify goals for the next year, if applicable.

OVERALL PERFORMANCE APPRAISAL RATING

Please select one.

- Excellent
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory