

# 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 \_\_\_\_\_

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 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, direct administrator, and clients.

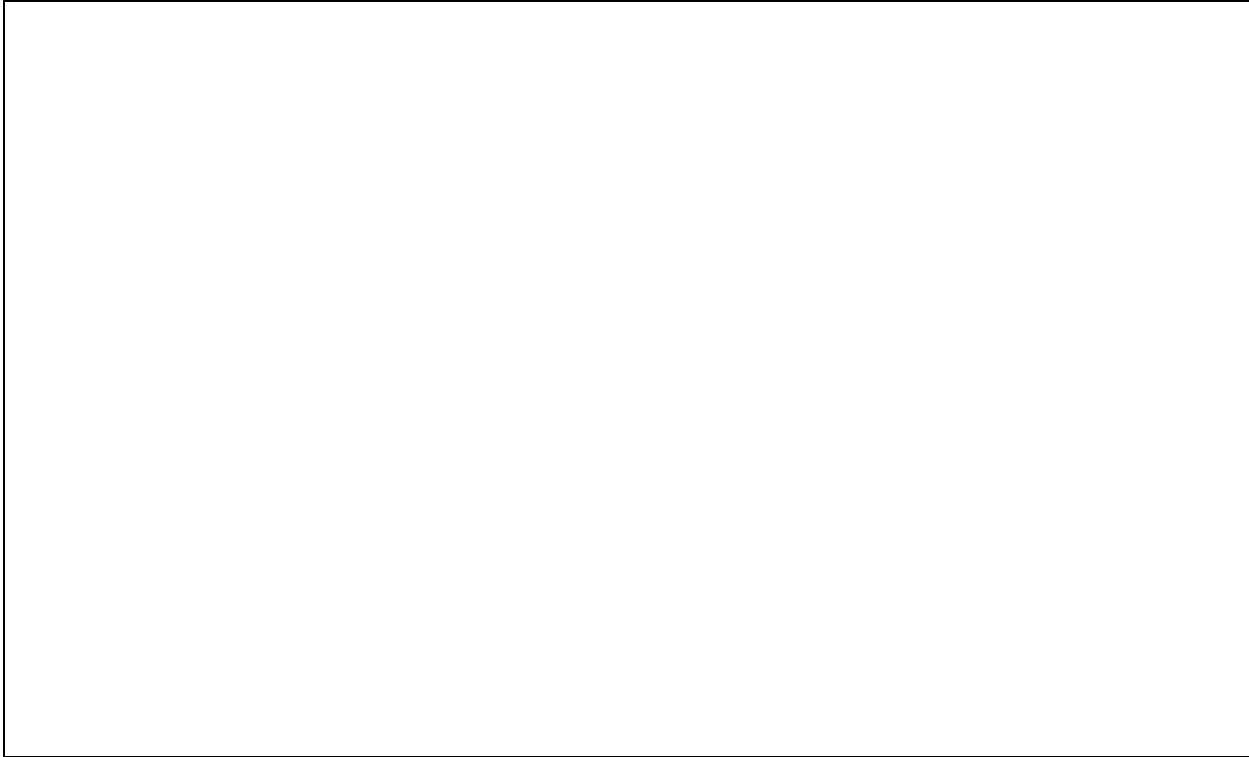
In preparing your written Self-Assessment consider the following, as relevant to your particular assignment:

**Accomplishments:**

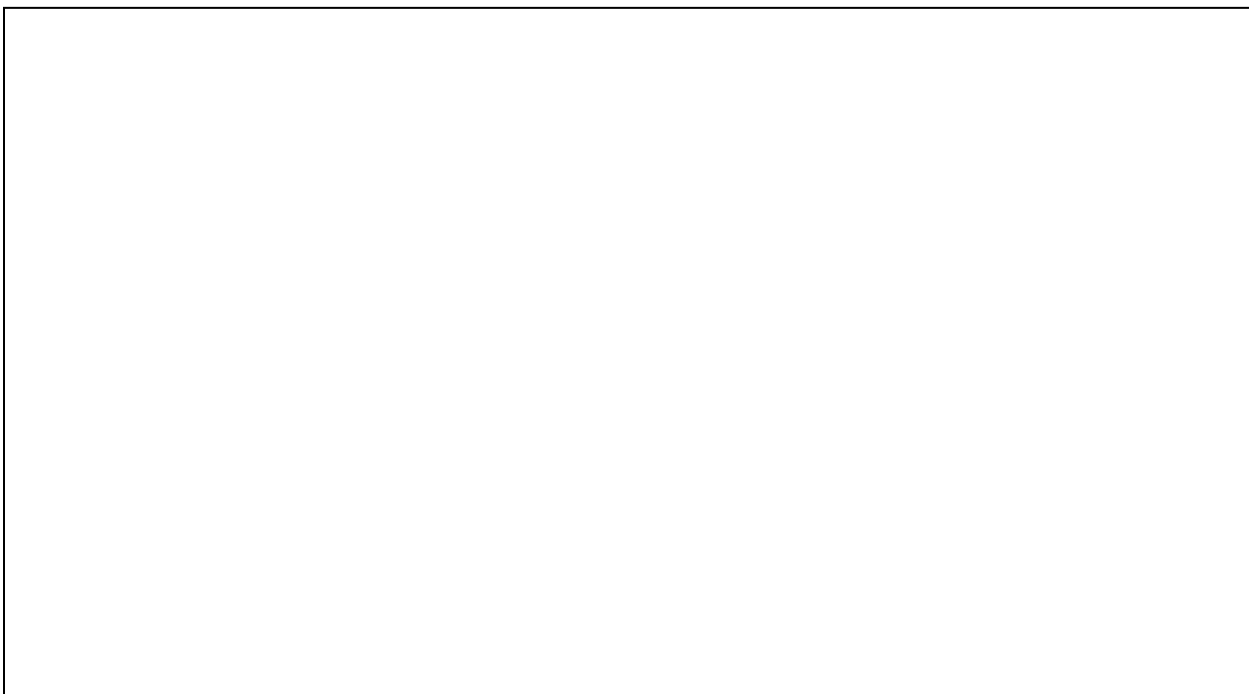
1. Since your last Comprehensive Evaluation, what are your most important accomplishments that positively impacted the institution? Please include no more than 3 examples.

**Challenges:**

2. (a) Since your last Comprehensive Evaluation, what have been the most significant challenges that you have faced? Please include no more than 3 examples.



- (b) Considering these challenges, how do you plan to address them and/or how can your direct administrator best support you?



**Continuous Improvement:**

3. Based on the feedback you have received as part of the evaluation process (e.g., annual evaluation, multi-rater, survey, etc.), identify areas for growth and development.

4. As you look towards your next Comprehensive Evaluation, what would you hope to accomplish? What challenges do you foresee and how can your direct administrator best support you?