

**SELF-ASSESSMENT EVALUATION OF PERFORMANCE FOR VICE PRESIDENTS**

Employee: \_\_\_\_\_ Position Title \_\_\_\_\_

Respond to the questions in both categories. Please try to be specific and to limit each response to a page or two. If you wish, you may add an appendix containing other material you believe is relevant.

**QUESTIONS**

Unless you have been asked to respond to a specific question or questions listed in this category, please select the two questions you feel are the most relevant from numbers 1 through 6 and respond to those questions.

1. Describe something (event, project, situation, etc.) that you believe you did particularly well during the past year. What impact did it have?
  
2. Describe a situation in which you are not particularly pleased about the way you performed. How did you know your performance did not meet your expectations?
  
3. What issues, opportunities, problems, etc., emerged last year that you did not, or could not anticipate? What did you do?
  
4. What have you learned this past year that was helpful to you in performing your job responsibilities?
  
5. Describe a situation in which you believe what you said or did made a positive difference. What did you learn from this experience?
  
6. What is an area of your managerial performance that you feel needs improvement in the immediate future? How do you plan to strengthen your performance in this area?

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In addition to your responses above, please answer the following questions and include them with your self-assessment evaluation.

1. Identify annual goals align to the Educational Master Plan goals (a minimum of 3 goals), tasks to accomplish them, achievement criteria and timeline for completion.
2. How would you evaluate your attainment of or progress towards achieving your annual goals (to be completed the subsequent year, if applicable)?
3. How would you describe the progress your area has made towards achieving the strategic goal?

PLEASE RETURN TO THE PRESIDENT'S OFFICE BY: \_\_\_\_\_