

**ADMINISTRATIVE EVALUATION OF PERFORMANCE REPORT
(SUPERVISOR COMPLETES)**

Employee _____ Position Title _____

Rating Period: From _____ to _____ Length of Time in Position _____

Evaluator _____ Position Title _____

MANAGEMENT COMPETENCIES

1. *Job Performance* – including, but not limited to: knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, utilization of fiscal and personnel resources. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

Commendations/Recommendations:

2. *Working Relationships / Human Relations* – including, but not limited to: staff relationships, professional response to clients, promoting interdepartmental cooperation, open and honest communication, maintaining a positive climate and reputation, community/client relationships, appreciation for a diverse and talented workforce, interest in people, sensitive to needs of others, accessible to others. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

Commendations/Recommendations:

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3. *Communications* – including, but not limited to: clear verbal and written communicator, timely with communications, good listener, consistent follow-up. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

Commendations/Recommendations:

4. *Personal Characteristics* – including, but not limited to: attitude, commitment, perseverance, integrity, punctuality, professional and personal appearance. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

Commendations/Recommendations:

5. *Leadership* – including, but not limited to: clarity of direction, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, delegates effectively, works effectively within the shared governance process, community and public service involvement. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

Commendations/Recommendations:

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6. *Goals - Assessment of Progress* (complete section “Evaluator's Assessment of Goal Achievement” on forms completed last year). Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

Commendations/Recommendations:

7. *Peer Assessment* – Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

Commendations/Recommendations:

8. *Overall Evaluation Rating* – Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

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Commendations/Recommendations:

Employee's Comments:

Employee's Signature

Evaluator's Signature

Date

Date