

**PALOMAR COLLEGE DISTRICT
ADMINISTRATIVE EMPLOYEE'S EVALUATION FORM**

EVALUATION PERIOD: From _____ TO _____

Employee	Department
Title	Evaluator

**COMPONENT A: REVIEW OF PERSONAL GOALS AND OBJECTIVES FOR THE
EVALUATION PERIOD (PLEASE ADD ADDITIONAL PAGES IF NEEDED)**

GOAL/OBJECTIVE	STATUS AS OF REVIEW DATE

EMPLOYEE'S SIGNATURE: _____ **DATE** _____

I CONCUR_____ DO NOT CONCUR_____ WITH THE EMPLOYEE'S REVIEW OF HIS/HER PERSONAL GOALS FOR THE PREVIOUS EVALUATION PERIOD.

EVALUATOR'S COMMENTS

EVALUATOR'S SIGNATURE: _____ DATE _____

**PALOMAR COLLEGE DISTRICT
ADMINISTRATIVE EMPLOYEE'S EVALUATION FORM**

EVALUATION TYPE: PROBATIONARY____ **ANNUAL**____ **OTHER**____
(If "OTHER", please explain.)

EVALUATION PERIOD: FROM _____ **TO** _____

Employee	Department
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COMPONENT B: PERFORMANCE

PLEASE ASSESS THE PERFORMANCE OF THE EMPLOYEE IN EACH OF THE FACTORS LISTED. SPECIFIC COMMENTS ARE REQUIRED FOR FACTORS RATED BELOW SATISFACTORY OR WEAK.

1. **Planning and Organization** – Develops achievable objectives and goals. Sets logical and effective courses of action. Makes efficient use of all resources. Works cooperatively and collaboratively with faculty, staff, and students in situations calling for teamwork.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

2. **Leadership Qualities** – Inspires confidence, respect, enthusiasm and cooperation. Performs duties and responsibilities with integrity and high professional standards. Is accessible for consultation and appointments.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

3. **Supervisory Skills** – Fosters a consistent, productive work environment, builds morale, counsels, guides and evaluates staff accurately. Stimulates staff to excel. Delegates and assigns tasks appropriately. Listens to and considers the points of view of others in establishing supervisory practices. Functions well in a multicultural environment. Provides opportunities for staff training and professional growth activities.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

4. **Oral and Written Communication** – Delivers articulate presentations. Prepares clear, concise written communication. Responds promptly to requests for information and assistance.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

5. **Budgeting** – Prepares accurate budget projections. Able to operate effectively within budget allocation. Uses innovative methods to leverage fund allocations.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak NA

Comments: _____

6. **Judgment/Decision Making** – Analyzes situations and data and makes appropriate decisions. Forms objective opinions. Exercises foresight. Demonstrates flexibility and resourcefulness. Relates decisions, activities, goals and objectives to the philosophy and goals of the institution.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

7. **Initiative** – Self-motivated. Able to work independently. Seeks greater responsibility.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

8. **Creativity** – Develops and implements new ideas and methods when appropriate.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

9. **Attitude** – Committed to college objectives and philosophy. Represents the college community well. Is collegial in dealings with others.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

10. **Knowledge and Experience** - Knows and follows institutional policies and practices. Solves problems appropriately. Professional development plan and activities reflect recognition of deficiencies in knowledge and experience and continued growth.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

11. **Sensitivity** - Demonstrates interest in developing, utilizing and celebrating the talents of co-workers and team members. Listens to, considers and respects the views of others and provides appropriate feedback. Provides opportunities to fully participate in group decisions.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

12. **Relationships With Other College Groups** – Collects and uses input from others when making decisions. Participates in the shared governance process.

Strong Above Satisfactory Satisfactory Below Satisfactory Weak

Comments: _____

COMPONENT C: REVIEW PROCESS

My signature acknowledges that I have read and discussed this evaluation with my supervisor and that we have established goals for the next evaluation period. When new goals and objectives are attached to this administrative review, I know that the evaluation will become a permanent part of my professional file. I have the right to submit written comments within ten (10) workdays and to have those comments attached to this evaluation for inclusion in my file.

Employee: _____ Date: _____
Signature

Supervisor/Evaluator: _____ Date: _____
Signature

Reviewed by: _____ Date: _____
Next-level Administrator

Comments of next-level administrator:

COMPONENT D: GOALS AND OBJECTIVES FOR THE NEXT REVIEW PERIOD

The signatures below acknowledge that the above goals and objectives for year_____ have been mutually agreed upon by:

Employee

Date

Supervisor

Date

Revised 3/12/07