

**PALOMAR COLLEGE DISTRICT  
CAST 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)**

<b>GOAL/OBJECTIVE</b>	<b>STATUS AS OF REVIEW DATE</b>

**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  
CAST 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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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

Strong    Above Satisfactory    Satisfactory    Below Satisfactory    Weak

Comments: \_\_\_\_\_

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

Strong    Above Satisfactory    Satisfactory    Below Satisfactory    Weak

Comments: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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13. **Quality of Work** – Exemplifies a consistent level of performance while efficiently and effectively completing multiple assignments in a timely manner. Displays confidence in their ability to perform independently and exhibits consistent organizational skills with an eagerness to learn. Demonstrates teamwork, motivation and quality customer service⇒

Strong    Above Satisfactory    Satisfactory    Below Satisfactory    Weak

Comments: \_\_\_\_\_

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**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:

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Revised 3/12/07