



## Performance Evaluation for Administrative Employees

Employee Name:

Department:

Title:

Period Covered By Review: \_\_\_\_\_ thru \_\_\_\_\_

Please indicate your evaluation of the employee's job performance by checking the appropriate box next to the appropriate rating for each category.

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### 1. SUPERVISION AND LEADERSHIP

How well does the administrator motivate and supervise staff and student employees? How well does the individual establish departmental plans and goals, manage budget (if appropriate)?

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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### 2. INTERPERSONAL RELATIONS AND COOPERATION

Evidence that the staff member being evaluated can work cooperatively with colleagues and can generate positive working relationships with other departments and divisions of the institution.

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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### 3. COMMUNICATION SKILLS

How well does the administrator effectively communicate both orally and in writing? Is the individual able to effectively relate ideas and points of view to others? How well does the individual listen?

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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### 4. FULFILLMENT OF ASSIGNED DUTIES AND FOLLOW THROUGH

Evidence that the administrator has performed their duties and responsibilities and has followed through on mutually agreed upon goals and objectives.

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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### 5. ENTHUSIASM, FLEXIBILITY, CREATIVITY, AND OPENNESS TO NEW IDEAS

Evidence of ability to adapt to new and changing conditions; ability to handle the unexpected and to generate new ideas and innovative approaches; ability to combine what is good about the present with the need for change; demonstration of a positive attitude toward work, students, and colleagues.

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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 6. INSTITUTIONAL ORIENTATION

Does the administrator have the ability to put the welfare of the institution above the welfare of their department? Does the administrator advocate for their department and support the efforts/initiatives of those who report to them? Does the individual understand the institutional mission and perform accordingly?

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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 7. PROFESSIONAL GROWTH AND DEVELOPMENT

Evidence of interest in the profession; evidence of efforts at self-improvement; evidence of participation in state, regional, and national professional organizations; evidence of other professional development activities.

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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 8. COMMUNITY AND REGIONAL SERVICE

Does the individual contribute to the welfare of the wider community as evidenced by records of volunteer service or community leadership?

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

Comments:

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OVERALL RATING

Outstanding	Good	Satisfactory	Poor	Unsatisfactory	Not Applicable

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Additional general comments by evaluator: (Attach additional page, if necessary)

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Summary of strengths:

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Specific areas of concentration/goals for upcoming year:

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Comments by administrator being evaluated:

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Evaluator Signature

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Date

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Employee Signature

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Date

RETURN TO: Human Resources, Sherman Hall 105