



Educational Administrator
Manager
Classified
Supervisor

SUMMARY OF MANAGEMENT EMPLOYEE EVALUATION

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Name of Employee Date

Position Title

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Evaluation Components (attach):

EVALUATION COMPONENTS	EVALUATION PERIOD
Self-Evaluation	First Year
Goals and Goals Assessment	Second Year
Co-worker Assessment	_____
Supervisor's Evaluation of Performance	_____
_____	_____

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Salary Schedule Step Increase Recommended (provided employee is not already at the last step of the salary schedule)

Signature of Immediate Supervisor Date

Signature of Vice President Date

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Signature of Superintendent/President Date

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Employee: *I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand that my signature does not necessarily indicate agreement. I also understand that this report will be placed in my personnel file within 10 days of the date of my signature and that I can respond in writing to any derogatory material in this report and that my response will be attached to this report.*

Employee's Signature Date

HARTNELL COMMUNITY COLLEGE DISTRICT**MANAGEMENT PERFORMANCE SELF-EVALUATION FORM (EMPLOYEE COMPLETES)**

Employee _____ Position Title _____

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

Evaluator _____ Position Title _____

MANAGEMENT COMPETENCIES

1. *Overall Job Performance* (including, but not limited to: knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, utilization of fiscal and personnel resources) Note: If the manager has direct responsibility for student learning, include consideration of how the manager uses the results of the assessment of learning outcomes to improve teaching and learning.

Strengths and Accomplishments/Specific Growth Desired:

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)

Strengths and Accomplishments/Specific Growth Desired:

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

Strengths and Accomplishments/Specific Growth Desired:

4. *Personal Characteristics* (attitude, commitment, perseverance, integrity, dependability, punctuality, professional and personal appearance)

Strengths and Accomplishments/Specific Growth Desired:

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 participatory governance process, community and public service involvement)

Strengths and Accomplishments/Specific Growth Desired:

6. *Goals - Assessment of Progress* (complete section "Employee's Assessment of Goal Achievement" on forms completed last year)

7. *Co-worker assessment* (provide an analysis of the results from the co-worker assessment instrument)
Commendations/Recommendations:

Evaluator's Comments:

Employee's Signature

Evaluator's Signature

Date

Date

HARTNELL COMMUNITY COLLEGE DISTRICT

MANAGEMENT ANNUAL PLANNING AND REVIEW OF GOALS

Employee _____ Position Title _____

Goal Period: From _____ to _____ Department _____

Evaluator _____ Position Title _____

A minimum of 3 goals must be identified. Use one form for each goal.

Statement of Goal:

Tasks to Accomplish the Goal and Timeline for Completing:

Achievement Criteria (how will achievement of the goal be determined):

Employee's Signature

Evaluator's Signature

Date

Date

Evaluator's Assessment of Goal Achievement:

Employee's Assessment of Goal Achievement:

Employee's Signature

Date

Evaluator's Signature

Date



HARTNELLCOLLEGE

Management/supervisor Performance Assessment

Instructions

You have been selected to offer feedback on _____, by completing the following survey. Your responses will be compiled with feedback from several other employees and therefore, will be anonymous. If you are unable to rate an item due to insufficient information or experience, be sure to mark N/A (Not Applicable). Your responses will be completely secure and anonymous through Verisign SSL encryption. This information will be used as part of the evaluation process for this employee. After the rated survey items you will have an opportunity to provide open-ended responses. Just click the done button at the end when you are ready to submit your responses.

Please complete this short survey by 5pm, June 12. The survey will be unavailable after this time. Thank you for participating in this evaluation survey.



HARTNELL COLLEGE

Management/supervisor Performance Assessment

OVERALL JOB PERFORMANCE

1. Overall Job Performance

	Outstanding	Exceeds Expectations	Meets Expectations	*Needs improvement	*Below Minimal Standards	N/A
Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning and organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thoroughness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision-making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilization of fiscal and personnel resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If rating in these categories, you must provide an example.



Management/supervisor Performance Assessment

WORKING RELATIONSHIPS

2. Working Relationships/Human Relations

	Outstanding	Exceeds Expectations	Meets Expectations	*Needs Improvement	*Below Minimal Standards	N/A
Staff relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates open and honest communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains a positive climate and reputation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community/client relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates sensitivity to and appreciation of a diverse workforce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensitive to needs of others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If rating in these categories, you must provide an example.

3. Communications

	Outstanding	Exceeds Expectations	Meets Expectations	*Needs Improvement	*Below Minimal Standards	N/A
Clear verbal and written communicator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timely with communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good listener	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistent follow-up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If rating in these categories, you must provide an example.

4. Personal Characteristics

	Outstanding	Exceeds Expectations	Meets Expectations	*Needs Improvement	*Below Minimal Standards	N/A
Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perserverance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional and personal appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If rating in these categories, you must provide an example.

5. Leadership

	Oustanding	Exceeds Expectations	Meets Expectations	*Needs Improvement	*Below Minimal Standards	N/A
Clarity of direction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilizes available data and resources in decision making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implements and manages change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gives and earns respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delegates effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works effectively within the shared governance process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community and public service involvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If rating in these categories, you must provide an example.

6. Areas of greatest strengths

7. Areas in which improvement is needed

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HARTNELL COMMUNITY COLLEGE DISTRICT**MANAGEMENT PERFORMANCE EVALUATION FORM (SUPERVISOR COMPLETES)**

Employee _____ Position Title _____

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

Evaluator _____ Position Title _____

MANAGEMENT COMPETENCIES

1. *Overall Job Performance* (including, but not limited to: knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, utilization of fiscal and personnel resources) Note: If the manager has direct responsibility for student learning, include consideration of how the manager uses the results of the assessment of learning outcomes to improve teaching and learning.

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)

Commendations/Recommendations:

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

Commendations/Recommendations:

4. *Personal Characteristics* (including, but not limited to: attitude, commitment, perseverance, integrity, punctuality, professional and personal appearance)

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)
Commendations/Recommendations:

6. *Goals - Assessment of Progress* (complete section “*Evaluator’s Assessment of Goal Achievement*” on forms completed last year)

7. *Co-worker assessments*
Commendations/Recommendations:

Employee’s Comments:

Employee’s Signature

Evaluator’s Signature

Date

Date