

## HARTNELL COMMUNITY COLLEGE DISTRICT

- ☐ Educational Administrator  
☐ Manager  
☐ Supervisor

## SUMMARY OF MANAGEMENT EMPLOYEE EVALUATION

Name of Employee

Date

Position Title

## Evaluation Components (attach):

EVALUATION COMPONENTS	EVALUATION PERIOD
<input type="checkbox"/> Self Evaluation <input type="checkbox"/> Goals <input type="checkbox"/> Co-worker Assessment <input type="checkbox"/> Supervisor's Evaluation of Performance -----	<input type="checkbox"/> First Year <input type="checkbox"/> Second Year  <input type="checkbox"/> _____

☐ 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 Superintendent/President

Date

**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, 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**Evaluator's Assessment of Goal Achievement:**

**Employee's Assessment of Goal Achievement:**

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Employee's Signature

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Date

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Evaluator's Signature

---

Date

# 1. Management/supervisor Performance Assessment

## INSTRUCTIONS

You have been selected to offer feedback on [REDACTED], 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.

## 1. OVERALL JOB PERFORMANCE

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Below Minimal Standards	N/A
Knowledge	jn	jn	jn	jn	jn	jn
Planning and organization	jn	jn	jn	jn	jn	jn
Thoroughness	jn	jn	jn	jn	jn	jn
Decision-making	jn	jn	jn	jn	jn	jn
Problem solving	jn	jn	jn	jn	jn	jn
Creativity	jn	jn	jn	jn	jn	jn
Initiative	jn	jn	jn	jn	jn	jn
Utilization of fiscal and personnel resources	jn	jn	jn	jn	jn	jn

## 2. WORKING RELATIONSHIPS / HUMAN RELATIONS

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Below Minimal Standards	N/A
Staff relationships	jn	jn	jn	jn	jn	jn
Demonstrates open and honest communication	jn	jn	jn	jn	jn	jn
Maintains a positive climate and reputation	jn	jn	jn	jn	jn	jn
Community/client relationships	jn	jn	jn	jn	jn	jn
Sensitive to needs of others	jn	jn	jn	jn	jn	jn
Accessible to others	jn	jn	jn	jn	jn	jn

### 3. COMMUNICATIONS

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Below Minimal Standards	N/A
Clear verbal and written communicator	jñ	jñ	jñ	jñ	jñ	jñ
Timely with communications	jñ	jñ	jñ	jñ	jñ	jñ
Good listener	jñ	jñ	jñ	jñ	jñ	jñ
Consistent follow-up	jñ	jñ	jñ	jñ	jñ	jñ

### 4. PERSONAL CHARACTERISTICS

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Below Minimal Standards	N/A
Attitude	jñ	jñ	jñ	jñ	jñ	jñ
Commitment	jñ	jñ	jñ	jñ	jñ	jñ
Perseverance	jñ	jñ	jñ	jñ	jñ	jñ
Integrity	jñ	jñ	jñ	jñ	jñ	jñ
Dependability	jñ	jñ	jñ	jñ	jñ	jñ
Professional and personal appearance	jñ	jñ	jñ	jñ	jñ	jñ

### 5. LEADERSHIP

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Below Minimal Standards	N/A
Clarity of direction	jñ	jñ	jñ	jñ	jñ	jñ
Utilizes available data and resources in decision making	jñ	jñ	jñ	jñ	jñ	jñ
Implements and manages change	jñ	jñ	jñ	jñ	jñ	jñ
Gives and earns respect	jñ	jñ	jñ	jñ	jñ	jñ
Delegates effectively	jñ	jñ	jñ	jñ	jñ	jñ
Works effectively within the shared governance process	jñ	jñ	jñ	jñ	jñ	jñ
Community and public service involvement	jñ	jñ	jñ	jñ	jñ	jñ

### 6. Areas of greatest strengths:

### 7. Areas in which improvement is needed:

**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, interest in people, sensitive to needs of others, accessible to others)  
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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