

**SELF-ASSESSMENT FORM:
ADMINISTRATOR PERFORMANCE EVALUATION PROCEDURES**

Rate your own performance in each of the factors shown and attach additional sheets as needed in order to provide full and complete responses. Please respond to the questions that follow, and then submit this completed form to the evaluator on or before the date of your scheduled performance evaluation discussion.

PRINT NAME: _____ **TITLE:** _____

RATING YEAR from _____ **through** _____

Rating Scale:

3	Excellent	Performance is outstanding and noteworthy in one or more areas. Supporting evidence may be included in, or attached to, this Self-Assessment Form.
2	Meets Performance Standards and Expectations	Performance is at or above performance standards and expectations; performance is fully effective in all areas of the Factor being rated.
1	Improvement Needed	Performance during the rating period has demonstrated skills that need improvement and supervisory counsel in order to achieve the performance standards and expectations for this factor.
0	Unsatisfactory	Performance in this factor has remained below expected standards and expectations despite supervisory counsel and coaching during the rating year and may be subject to disciplinary action.
NR	Not Rated	Performance in this factor is not rated because it does not apply to this position.

Performance Factor	Rating
<p>a. LEADERSHIP Sense of vision and innovation; takes initiative; solicits input from those affected by pending decisions, as appropriate; decisions are aligned with the vision, mission, goals and values of the District and college; decisions are fair and unbiased; personal standards of fairness, enthusiasm, honesty and accomplishment; exercise of sound judgment and appropriate responses; a problem solver, faces issues directly; accepts and responds to criticism; models and promotes respect for others; supports and demonstrates principles of Equal Opportunity; participates in District committees; shares knowledge; gives firm direction when needed.</p>	
<p>b. ADMINISTRATIVE SKILL Fulfills administrative responsibilities (e.g., budget and planning, scheduling, reporting, evaluation, program review, union contract compliance); uses technology as part of solutions when appropriate; prioritizes workloads; establishes and meets planned timelines; structures, delegates, facilitates and evaluates the work of others; uses meeting time efficiently; responds promptly to requests for information and assistance. Fosters high moral standards, creativity, individual initiatives, and high morale.</p>	

Marin Community College District

PRINT NAME: _____ **TITLE:** _____

SELF-ASSESSMENT FORM (continued):

Performance Factor	Rating
<p>c. PROFESSIONAL / TECHNICAL KNOWLEDGE, EXPERTISE Has in-depth knowledge/technical expertise in at least one area of work supervised; has general knowledge of other areas supervised; understands and is able to apply District policies and procedures, collective bargaining agreements, and legal resources such as statutes, codes and regulations; participates in training opportunities to update skills; utilizes professional expertise as a resource for others.</p>	
<p>d. COMMUNICATION Informs, persuades others effectively through verbal, written and electronic communication; articulates division/department needs, goals and objectives to staff; listens well; welcomes diversity of opinions; conveys important District information (e.g., changes to policies and procedures, deadlines) to staff.</p>	
<p>e. COLLABORATION Maintains a professional and cooperative attitude in work groups and committees; provides for broad-based collaboration in area planning and decision-making; demonstrates sensitivity to needs and abilities of others; acknowledges and resolves problems constructively; builds consensus, trust and confidence; gives firm direction when needed.</p>	
<p>f. TEAM BUILDING Builds teams that represent diversity of opinions, cultures, language groups and abilities; leads and facilitates team focus; motivates team members; recognizes excellence and accomplishment; fosters positive, constructive and goal-oriented teamwork; promotes professional development.</p>	

ABOUT YOUR WORK YEAR

(attach additional sheets with your responses to the following questions)

1. Describe your biggest challenge during the previous work year and how you adapted, corrected, overcame or otherwise handled it, and why.
2. Which project, task, collaboration, or other workload gave you the greatest feeling of accomplishment during the previous year, and why?
3. What did you do to motivate, energize and reward performance excellence of your staff last year?

PRINT NAME: _____ **TITLE:** _____

**SELF-ASSESEMENT FORM
ABOUT YOUR WORK YEAR (continued):**

4. What did you learn this past year that you believe will be most helpful to you during this coming year and how?

5. How do you rate the quality of your overall performance during the past year, and why?

Employee Signature: _____ **Date:** _____

Self-Assessment Forms to be submitted to (Evaluator Name: _____)

Title: _____

Marin Community College District