

Employee: _____ Title: _____

Rating year covered by this evaluation: from _____ through _____

Describe your work year; your greatest accomplishment, your biggest challenge, and how you adapted, corrected, overcame or otherwise handled it, and why?

RATING SCALE

5	Excellent	Performance is outstanding and noteworthy in all areas of responsibility. Planned objectives were achieved well above established standards and accomplishments were achieved in unexpected areas. Support evidence must be included in, or attached to, the evaluation forms.
4	Exceeds Performance Standards and Expectations	Consistently exceeds established standards in most areas of responsibility. All requirements were met and objectives were achieved above established standards.
3	Meets Performance Standards and Expectations	Performance standards and expectations were met and planned objectives were accomplished within established standards. There were no critical areas where accomplishments were less than planned.
2	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. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
1	Unsatisfactory	Performance in this factor has remained below expected standards and expectations despite supervisory counsel and coaching during the rating year. Responsibilities were not met and important objectives have not been accomplished. May be subject to disciplinary action.

Rate your own performance in each of the performance factors shown below. Submit this completed form to the evaluator prior to your scheduled performance evaluation discussion.

PERFORMANCE FACTOR	RATING AND SUPPORTING OBSERVATION & EXAMPLES
1. Leadership	
DECISION MAKING Demonstrates ability to weigh alternatives, consider variables, analyze information, and make a definitive judgment free from contradiction and vagueness. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
PROBLEM SOLVING Demonstrates ability to see alternatives, analyze options, consider a problem from a variety of viewpoints and formulate different solutions to a situation. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
INNOVATION & INITIATIVE Demonstrates ability to promote and implement new ideas; presents creative solutions to problems and initiates implementation; encourages risk taking; communicates a range of innovation by empowering employees to work independently to achieve goals; is resourceful. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
COMMITMENT & CONTRIBUTION TO GOALS Demonstrates ability to fulfill the mission of the college in the course of completing assignments; reflects a District-wide perspective in decision making; recognizes and maintains policies and procedures that support the college mission. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

<p>FISCAL RESPONSIBILITY Demonstrates ability to develop, monitor and maximize financial resources; possesses a comprehensive understanding of budget development; ensures fiscal compliance; tracks expenditures; educates staff regarding budget and expenditures; develops budget priorities; controls costs effectively; keeps accurate records; ties budget to short- and long-range planning objectives; considers the needs of the institution in budgeting process.</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	
<p>EQUITY Demonstrates the ability to consider the views, cultural differences and experiences of others when dealing with any situation; practices equity-mindedness with a demonstrated awareness of and willingness to address equity issues among institutional leaders, staff and students. Facilitates a framework of understanding and respect; incorporates cultural and ethnic diversity issues and regulations into training and all operational areas as applicable; assures compliance.</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	
<p>2. Interpersonal Skills</p>	<p>RATING AND SUPPORTING OBSERVATIONS & EXAMPLES</p>
<p>CODE OF ETHICS Demonstrates ability to work with others to instill confidence; demonstrates integrity; follows the code of ethics; follows through on commitments; is consistent in relationships with faculty and staff.</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	
<p>COLLABORATION Demonstrates ability to work together with others to achieve goals; cooperates willingly; works in non-adversarial mode with diverse groups of people and ideas; facilitates participation in decision-making processes; plans and manages in the context of shared governance.</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	
<p>COMMUNICATION Demonstrates ability to convey thoughts and information clearly, both verbally and in writing; uses active listening skills to ensure complete understanding.</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	

STEWARDSHIP

Demonstrates ability to guide and motivate others toward goal achievement; develops effective teams; provides vision; facilitates development; balances authority and service; is accountable for actions and decisions; guides and directs the development of department/program; inspires others through unity of purpose; respects others' responsibilities and commitments.

1 2 3 4 5

Employee Signature: _____ **Date:** _____

Self-Assessment Forms to be submitted to:

Evaluator: _____ **Title:** _____