



SELF EVALUATION

for Administrative Faculty

Employee's Information

Name	Title	Department
Supervisor	Senior Administrator	
Performance Period From: _____ To: _____	Review Date	

Instructions

- Has your supervisor provided you with a current job description?
 - Yes (*attached*) No (*request from supervisor prior to completing this form*)
- Does the attached job description reflect your primary responsibilities?
 - Yes No (*if "No", please follow HR procedure for updating job descriptions*)

Evaluation Category	Description
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1. Primary Job Responsibilities and Job Knowledge	At what level do you meet the primary responsibilities of the job? Please consider the quantity and quality of the work you produce in meeting these responsibilities. At what level do you understand all phases of your work? At what level do you possess and apply your knowledge of job fundamentals, including: procedures relevant to the job, current techniques, and future trends?
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2. Problem Solving and Decision Making	At what level do you engage in innovative and effective problem-solving and related decision-making, while working under pressure?
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3. Planning/Organization Skills	At what level do you effectively plan, organize, and follow through on work?
4. Interpersonal Skills/Communication	At what level do you establish and maintain cooperative, collaborative, and productive relationships among individuals within the College community? At what level do you communicate accurately (i.e., communication has its intended impact), professionally, and effectively in both written and in spoken form within the College community and/or the public?
5. Teamwork/Supervision	At what level are you effective in obtaining positive team results? At what level are you considered a trusted and effective member of your department and/or team (e.g., internal, cross-functional, outside stakeholders)? For Supervisors: At what level are you effective in managing the performance of subordinates including delegating, motivating, developing, coaching, disciplining and all other aspects to fulfill the mission of the college and department?
6. Professional Development and Institutional Engagement	At what level do you pursue professional development opportunities and participate in campus committees, councils, events, or diversity initiatives?

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Assessment of Last Year's Goals

Goals: Explain the results from objectives you have met, exceeded or were unable to meet during this performance evaluation period. Include in your narrative your planned actions, measurable outcomes, results and successes and impediments to the expected results. Make any other comments necessary to give insight into your accomplishments for the year.

Personal Goals: List your goals, professional growth and development plan for the next performance evaluation period.

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Unit/Institutional Goals: List your unit goals and objectives for the next evaluation period. Include in your narrative the resources needed to accomplish your unit's goals and objectives and when you expect to complete the goal.

Additional Comments

Signatures

Employee's Signature

Date

Appraiser's Signature

Date