

Self-Evaluation Form - Administrator/Administrative Support

Employee's Name: _____ **Year:** _____

- I. For each goal from your Annual Goals Form (2008-2009), please describe the activities that allowed you to obtain or make progress toward that goal. (If there are activities ahead that will occur before the next academic year begins, please include them in your discussion.)
- II. The following qualities are part of the expectations listed under "Administrative/Management" on the Annual Goals form. For each, briefly summarize activities or initiatives that describe your performance. In addition, please describe your plans for any areas that need improvement.
- A. Supervision/leadership
 - B. Budget planning and administration
 - C. Problem-solving and decision-making
 - D. Initiative and resourcefulness
 - E. Effective communication with colleagues, supervisor, and public
 - F. Job knowledge
 - G. Building individual and team skills
 - H. Adaptability/flexibility
- III. How have those you supervise rated you? Cite and comment on the highest and lowest ratings you received and your plans, if appropriate, for improving performance in any area.
- IV. Was your area included in the annual student survey of services? If yes, please cite the results and comment on improvements that will be undertaken to improve the rating.
- V. The numbered items below represent basic elements of responsibility for all administrators/administrative support personnel. If you have fulfilled them, check **YES**; if there are any that you have not fulfilled, check **No** and explain below.

- | | | | | |
|--------------------------|------------|--------------------------|-----------|--|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 1. Maintains an adequate work week to accomplish responsibilities. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 2. Provides for the care and security of college property. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 3. Submits required reports and records in an appropriate and timely manner. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 4. Maintains a professional rapport with other employees and students. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 5. When unable to come to work, provides notification in a timely manner. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 6. Exercises appropriate budget responsibility. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 7. Attends called meetings and commencement.
Assists in advising/registering students directly or in support of the |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 8. traditional departments with those responsibilities. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 9. Serves as a member of committees as appointed. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 10. Participates in in-service. |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | 11. Stays abreast of new knowledge and skills within the field. |

Please comment on any of these you have not fulfilled (attach comments to Self-Evaluation form).

Employee's Signature **Date** **Supervisor's Signature** **Date**