

# Supervisor/Division Chair's Evaluation of Administrator/Administrative Support Personnel

Employee's Name: \_\_\_\_\_

Year: \_\_\_\_\_

- I. In the areas below that relate to the particular employee's assignment, describe employee performance:
  - A. Student advising/counseling - academic advising, office hours, tutoring
  - B. Teaching performance - guest lectures, presentations to students, individual instruction
  - C. Student service - communication with students, working registration
  - D. Supporting student learning
  - E. Supervision/leadership
  - F. Budget planning and administration
  - G. Problem solving and decision making
  - H. Initiative and resourcefulness
  - I. Effective communication with colleagues, supervisor, and public
  - J. Job knowledge
  - K. Building individual and team skills
  - L. Adaptability/flexibility
- II. Comment on any plans for improvement that this employee has committed to undertake.
- III. List additional goals or improvement activities that should be added for the next academic year.
- IV. Describe developmental activities, training programs, and action steps for the employee.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date