

APPENDIX C – ADMINISTRATOR EVALUATION FORM
 REVIEW AND EVALUATION OF PERFORMANCE AND SKILLS

Administrator _____ Supervisor _____
 Title _____ Title _____

Department _____ Review Period _____
 Date of Appointment _____ (From) (To)

The purpose of this evaluation is to enhance the effectiveness of an administrator in making a contribution toward advancing the mission of the department and the institution. A key element of this process is the *mutual* establishment of goals, within the context of the job description, between the administrator under review and his or her immediate supervisor. This evaluation instrument will be used to determine the annual merit pay increases of the administrator.

SECTION I. (Place a check in appropriate box.)

A) EVALUATION OF POSITION RESPONSIBILITIES AND PERFORMANCE FOR PERIOD OF REVIEW Identify specific duties from description	Commendable	Above Standard	Competent	Needs Improvement	Unsatisfactory
1.					
2.					
3.					
4.					
5.					
B) EVALUATION OF PROFESSIONAL SKILLS (Where Appropriate to Position)					
LEADERSHIP: Exercises sound judgement. Sets a positive example. Maintains high ethical standards; supports college mission and policies.					
MANAGEMENT: Plans, organizes work, delegates, coordinates and effectively uses time. Counsels, develops, evaluates and advances subordinates effectively. Seeks and receives feedback in a constructive manner and applies it to enhance performance.					
PROBLEM SOLVING: Produces creative, innovative, workable solutions.					
TEAMWORK: Works effectively in a team environment. Interacts with coworkers in a positive and cooperative manner. Asks for help when needed, and offers assistance to others.					
SKILLS SPECIFIC TO POSITION: a. b. c. d.					

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SECTION II. EVALUATION OF GENERAL SKILLS	Commendable	Above Standard	Competent	Needs Improvement	Unsatisfactory
1. JOB KNOWLEDGE: Demonstrates competence in skills and knowledge of functional areas. Understands job requirements, internal or external procedures and regulations, and how position interacts with and supports other areas of the college.					
2. COMMUNICATION: Speaks, writes, and presents effectively. Listens well and clarifies questions. Interacts professionally with students and staff. Keeps appropriate people informed on status of projects and key issues.					
3. INTERPERSONAL SKILLS: Is aware of and sensitive to needs of others. Considers both sides of an issue. Maintains cooperative and effective working relationships.					
4. RESPONSIVENESS: Is results oriented and assumes responsibility and accountability for own work. Responds appropriately to internal and/or external requests for assistance. Demonstrates initiative and flexibility.					
5. OBSERVES MILITARY CUSTOMS AND OBLIGATIONS Massachusetts Maritime – Article III. Sec. F. 1					

*Commendable - Performance consistently demonstrated with an extraordinary level of skill and ability. A statement of explanation must be included.

*Above Standard - Performance objectives have been met and demonstrated with a high level of skill and ability.

*Competent - Performance objectives have been met and demonstrated with a satisfactory level of skill and ability.

*Needs Improvement – Performance objectives have not been met or have been met only partly with a satisfactory level of skill and ability. The Plan of Professional Development must address these areas.

*Unsatisfactory – Significant performance objectives have not been met and/or performance indicates significant deficit in skill and ability. A statement of explanation must be included.

SECTION III. PLAN FOR PROFESSIONAL DEVELOPMENT: List elements of Professional Development Plan approved for this review period.				
Goal or Task:	Status:	Achieved	Pending	No Longer Applicable (explain)

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SECTION IV. ACCOMPLISHMENTS: Identify any extraordinary achievements, notable service and/or exemplary contributions to the College community. Additional pages may be added.

The current Job Description has been reviewed and incorporated in this review.
 (Check here and attach copies)

Additional Recommendations and Comments: (Attach additional signed and dated pages if necessary.)

 Administrative Area Supervisor Date

 Administrator Date

SECTION V. CHIEF ADMINISTRATIVE OFFICER OVERALL PERFORMANCE RATING: The overall performance rating of the administrator is for determination of eligibility for merit pay increases only.

	Commendable	Above Standard	Competent	Needs Improvement	Unsatisfactory

Additional Recommendations and Comments: (Attach additional signed and dated pages if necessary.)

 Chief Administrative Officer Date

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By my signature below I acknowledge that I have had an opportunity to review
And respond to the recommendations and comments above.

Administrator Date

SECTION VI. ADMINISTRATOR ADDITIONAL RESPONSE: Attach additional signed and dated pages if necessary.
