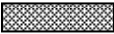


Coahoma Community College

ADMINISTRATOR and SUPPORT STAFF EVALUATION FORM

(For use by self, subordinates, and supervisor)

Directions: Please rate the individual named below by checking the appropriate boxes using the following scale. (Note: Ratings of 1 or 2 require written explanation on Comment Sheet.)

1. Unacceptable, totally ineffective
2. Unsatisfactory, needs, improvement
3. Satisfactory, adequate
4. Very good, above average
5. Excellent, superior
6.  Not applicable or no basis for rating

Name _____

Evaluator is: Self Subordinate Supervisor

I. COMMUNICATION

1. Demonstrates effective speaking skills
2. Demonstrates effective writing skills
3. Disseminates adequate and timely information to appropriate personnel
4. Receives and processes messages, information, and requests promptly
5. Gives clear explanations, communicates expectations of performance
6. Consistently leaves instructions for locating when out of the office

1	2	3	4	5	6

II. PLANNING AND ORGANIZATION

7. Plans and organizes thoroughly and in advance
8. Attends to details carefully, thoroughly, and consistently
9. Delegates responsibility and commensurate authority, when appropriate
10. Encourages innovative and cooperative planning
11. Considers other departments and overall institution in planning and organizing

III. INTERPERSONAL RELATIONS

12. Works effectively with others in different tasks and situations
13. Indicates respect for the feelings of others by courteous treatment
14. Is accessible to faculty, staff, and students on a regular basis
15. Is a good listener
16. Respects confidentiality
17. Is sensitive to problems of personnel, both personal and work-related

IV. DECISION-MAKING/PROBLEM SOLVING

18. Consults those to be affected by an action before the action is taken
19. Faces and solves problems in a timely manner, without excessive rush or delay
20. Encourages staff participation in decision-making and problem solving

		1	2	3	4	5	6
	21. Interprets and applies policies consistently with all personnel and situations						
	22. Appraises situations and problems objectively						
	23. Makes sound and timely decisions based on thorough analyses of situations						
	24. Exercises sound judgment in adhering to unpopular decisions or changing those which prove to be inappropriate						
V. LEADERSHIP							
	25. Promotes professional growth on self & subordinates						
	26. Recognizes staff proficiencies and accomplishments, commands exemplary actions						
	27. Generates enthusiasm among staff and students by personal example						
	28. Exerts positive influence on others, promotes professionalism and optimism						
VI. GOALS AND OBJECTIVES							
	29. Develops realistic goals and objectives for self and department						
	30. Makes satisfactory progress toward achieving goals and objectives						
	31. Coordinates individual goals and objectives with those of the institution						
	32. Assists subordinates in developing appropriate goals and objectives						
VII. ADDITUDINAL CONSIDERATIONS							
	33. Demonstrates high standards of attendance, punctuality, and application to task						
	34. Accepts full responsibility for own actions and those of subordinates						
	35. Accepts criticism, advice, suggestions, or reprimands						
	36. Functions well under pressure and in awkward situations						
	37. Demonstrates willingness to work beyond job description and regular hours for the good of the institution						
VIII. COMMITMENT TO THE INSTITUTION							
	38. Displays dedication and commitment to the institution						
	39. Considers the total institution in decisions and actions						
	40. Places institution's welfare above personal or departmental considerations						
	41. Brings credit to institution by personal and community activities						

SIGNATURE OF SUPERVISOR _____ DATE _____

SIGNATURE OF PERSON EVALUATED _____ DATE _____

See comments on attached sheet.

Coahoma Community College
ADMINISTRATOR and SUPPORT STAFF EVALUATION FORM

Please utilize this form for evaluative comments regarding the individual. References to specific examples of exemplary actions or to problem areas will be helpful

Name: _____

Evaluator is: Self Subordinate Supervisor

I. COMMUNICATION _____

II. PLANNING AND ORGANIZATION _____

III. INTERPERSONAL RELATIONS _____

IV. DECISION-MAKING/PROBLEM SOLVING _____

V. LEADERSHIP _____

VI. GOALS AND OBJECTIVES _____

VII. ATTITUDINAL CONSIDERATIONS _____

VIII. COMMITMENT TO INSTITUTION _____

IX. GENERAL COMMENTS _____

