

GADSDEN STATE COMMUNITY COLLEGE

Administrative / Professional Staff Evaluation By Immediate Supervisor

Name

Date of Evaluation

Employee's Position

SECTION I – EVALUATION OF LISTED DUTIES AND RESPONSIBILITIES

Job Description Attached

Using the below rating scale, evaluate the employee's performance on the duties and responsibilities as listed on the attached job description. **(Indicate your rating by placing an A, B, C, D, or E beside each statement on the job description)**

A = Excellent B = Good C = Average D = Not Effective E = No basis for an opinion

Please list and evaluate any changes to, or additional duties/responsibilities assigned.
(use additional sheets if necessary)

A B C D E I.

A B C D E II.

A B C D E III.

A B C D E IV.

A B C D E V.

Section II: General Skills

A = Excellent B = Good C = Average D = Not Effective E = No basis for an opinion

A B C D E 1. Defining appropriate goals and objectives

A B C D E 2. Leading personnel to achieve appropriate goals and objectives

A B C D E 3. Representing the college to external constituents

A B C D E 4. Serving as liaison between his or her personnel and higher administrators

A B C D E 5. Communicating college goals and strategies to college personnel and service area residents

A B C D E 6. Evaluating all reasonable alternatives before acting

A = Excellent B = Good C = Average D = Not Effective E = No basis for an opinion

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|--------------------------|---|
| A B C D E | 7. Acting decisively when all alternatives have been considered |
| A B C D E | 8. Making decisions without undue partiality to individuals or programs |
| A B C D E | 9. Involving subordinates in the decision-making process |
| A B C D E | 10. Developing appropriate policies and procedures |
| A B C D E | 11. Supervising personnel who report to him/her |
| A B C D E | 12. Setting appropriate priorities |
| A B C D E | 13. Identifying potential problems and making plans to deal with them |
| A B C D E | 14. Differentiating between important and trivial problems |
| A B C D E | 15. Willingness to initiate and pursue beneficial tasks outside his or her basic area of responsibility |
| A B C D E | 16. Attitude toward his or her work |
| A B C D E | 17. Attitude toward college rules and regulations |
| A B C D E | 18. Attitude toward his or her peers |
| A B C D E | 19. Attitude toward his or her supervisor(s) |
| A B C D E | 20. Attitude toward subordinates |
| A B C D E | 21. Punctuality in completing routine and special assignments |
| A B C D E | 22. Professional bearing and appearance |
| A B C D E | 23. Ability to cope with crisis situations |
| A B C D E | 24. Ability to work effectively with other personnel at the college |
| A B C D E | 25. Possession of knowledge and training appropriate to his or her job |
| A B C D E | 26. Work habits |
| A B C D E | 27. Delegating tasks appropriately |
| A B C D E | 28. Resolving personnel conflicts |
| A B C D E | 29. Dealing with subordinates fairly and objectively |
| A B C D E | 30. Being accessible to subordinates |
| A B C D E | 31. Being accessible to students |
| A B C D E | 32. Being accessible to residents of the service area community |

Section III: Comments

Supervisor's Comments:

Supervisor's Signature

Date

Employee's Comments:

This report has been discussed with me and I understand that I will receive a copy. My signature does not mean that I concur with, or object to the contents of this document. It means only that I have had the opportunity to read the evaluation document.

Employee's Signature

Date