

GADSDEN STATE COMMUNITY COLLEGE

Employee Evaluation of Administrator/Supervisor

NAME OF ADMINISTRATOR/SUPERVISOR: _____

POSITION: _____ DATE: _____

Please respond to each statement by circling your response using the following scale:

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

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|---|---|---|---|---|-----|---|
| 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 | 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 |

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|----------|----------|----------|----------|----------|-----|---|
| 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 |

COMMENTS: