

View Academic Administrator/Manager Performance Evaluation Summary - Project Specialist

Evaluation Details

Employee First Name: Sample

Employee Last Name: Bzdplw

Evaluation Working Title: Program Manager

Evaluation Period: No Response

Evaluation Cycle Begin Date:

Evaluation Cycle End Date:

Job Category:

Position Title: Program Manager

Department: 24 - English

Employee Account Name: No Response

Evaluating Supervisor Account Name: No Response

Evaluating Approver Account Name: No Response

Final Evaluating Approver Account Name: No Response

Other Users in Department Who Need Access to this Evaluation:

Standard Evaluation Competencies

A. Job Knowledge

The extent to which the employee has the general job knowledge, skills and understanding and uses available technology necessary to fulfill the responsibilities of the position; understands the duties and responsibilities of the job; has knowledge of subject area and related policies, procedures and technical expertise; keeps up to date with new policies, procedures and techniques; uses information, materials, equipment and techniques accurately and appropriately.

Rating: No Response

Comments:

B. Management and Leadership

The extent to which the employee has the knowledge and skills necessary to guide and motivate others toward goal achievement, develops effective teams, provides vision and balances authority; ability to guide and direct, inspire others through unity of purpose, respect others' responsibilities and commitments; ability to anticipate future institutional needs and execute appropriate planning; sets realistic expectations/standards of staff; encourages and acknowledges productive performance; ensures that assignments are completed in a timely and accurate manner; is accessible/responsive to staff and communicates to staff in a clear, appropriate and timely manner; maintains a positive work environment; facilitates change; resolves disputes; encourages teamwork/shared vision and goals; applies

policies/procedures equitably to all staff.

Rating: No Response

Comments:

C. Commitment, Knowledge and Contribution toward District/College Goals

The employee's knowledge, understanding, contribution and adherence to District and College policies, and procedures related to assigned job responsibilities, organizational goals and objectives; ability to act in accordance with established guidelines, follow standard procedures in crisis situations; communicates and enforces organizational policies and procedures and recognizes and constructively conforms to unwritten rules or practices.

Rating: No Response

Comments:

D. Communication

The employee's ability to clearly and effectively present information through written or verbal communication; ability to read and interpret complex information; uses tact when expressing ideas or opinions; keeps others informed; receptive to feedback, objections and suggestions; capable of resolving conflicts; listens well.

Rating: No Response

Comments:

E. Planning , Prioritizing and Goal Setting

The employee's ability to set goals and objectives consistent with institutional goals; demonstrates awareness of trends and anticipates changes; ability to establish clear timelines, update existing programs, project, anticipate and schedule to make the most effective use of all resources; ability to manage multiple projects, determine project urgency in a meaningful and practical way, use goals to guide actions and create detailed action plans, efficiently organize and schedule people and tasks.

Rating: No Response

Comments:

F. Initiative, Judgment, Decision Making and Problem Solving

The extent to which the employee is a self-starter; generates innovative ideas, approaches and solutions; seeks new challenges, self development and learning opportunities; ability to bring about great results from ordinary circumstances; ability to weigh alternatives, consider variables, analyze information and make a definitive judgment free from contradiction and vagueness; displays quality of reasoning and independent judgment in decision making; exercises good judgment and discretion in matters relative to sensitive or confidential issues; ability to stand by a decision; exercises effectiveness when resolving problems; anticipates and recognizes potential problems; generates alternative solutions when solving problems; ability to focus on process rather than isolated events; obtains multiple assessments of a situation and is systematic in identifying trouble spots.

Rating: No Response

Comments:

G. Quality and Quantity of Work

The employee's overall level of productivity and timeliness; completion of major objectives assigned for

evaluation period; ability to consistently manage assigned workload; establishes and manages priorities effectively; uses time efficiently; maintains an organized functional workspace; shows attention to detail, accuracy, precision, completeness, follow-through and thoroughness; ability to maintain high standards despite pressing deadlines; reinforces excellence as a fundamental priority.

Rating: No Response

Comments:

H. Operational Management

The extent to which the employee has the ability to manage operations, schedules and personnel on a day-to-day basis and in a manner which focuses on short and long-term goals; ensures that staff have needed equipment, tools, training and resources; identifies and fulfills staffing needs.

Rating: No Response

Comments:

I. Fiscal Responsibility

The extent to which the employee demonstrates a comprehensive understanding of budget development, fiscal compliance and tracking expenditures; ability to maximize financial resources, develop budget priorities, control costs effectively, keep accurate records and tie budget planning to short and long-range objectives.

Rating: No Response

Comments:

J. Cooperation and Team Work with Supervising Administrator(s)

The extent to which the employee maintains effective and positive working relationships with his/her supervisor; works cooperatively in team situations; offers assistance and support to others; admits to and learns and grows from own mistakes and shortcomings; participates constructively in team efforts; displays enthusiasm and promotes friendly group working environments; supports group decisions; displays team spirit.

Rating: No Response

Comments:

K. Interpersonal Skills and Attitude

The employee's attitude towards work, co-workers and the organization; quality of working relationships; develops external relationships as appropriate; maintains pleasant and professional demeanor in all interpersonal relationships; ability to work together to achieve goals, cooperate willingly and work in a non-adversarial mode with diverse groups of people and ideas; ability to facilitate participation in the decision-making process, plan and manage in the context of shared governance; willingness and ability to be responsive in a warm, caring and courteous manner to students, faculty and the general public.

Rating: No Response

Comments:

L. Dependability and Integrity

The extent to which the employee is punctual and regularly in attendance; follows instructions; works independently; completes assignments and meets commitments and deadlines; assumes responsibility for his or her actions; ability to be tactful, maintain and instill confidence, demonstrate integrity and

foster an ethical work environment; handles all situations honestly.

Rating: No Response

Comments:

M. Adaptability and Flexibility

The employee's resourcefulness in handling assignments and solving problems in areas other than primary areas of responsibility; versatile application of knowledge and skills; adapts to changes in the work environment; performs well under pressure; learns and retains new information, policies and procedures; ability to remain open-minded and change opinions on the basis of new information; ability to maintain a solution-oriented approach and effectively manage time demands, transitions, unresolved situations, frequent changes, delays or unexpected events.

Rating: No Response

Comments:

N. Commitment to Diversity

The extent to which the employee considers the views, cultural and individual differences and experiences of others when dealing with any situation; ability to facilitate a framework of understanding and respect, incorporate cultural and ethnic diversity issues and regulations into training and ensure legal compliance; interacts effectively with a wide and diverse range of individuals and work styles; optimizes the benefits of having a diverse workforce; makes efforts toward achieving a diverse workforce.

Rating: No Response

Comments:

O. Professional Growth and Development

The extent to which the employee encourages professional development of staff through training seminars, conferences and workshops; provides timely, ongoing feedback and coaching to staff; provides feedback in a constructive/helpful manner; completes written evaluations of staff in timely manner; utilizes capabilities of people and resources; distributes work appropriately and fairly considering the abilities and time constraints of staff; ability to support staff in gaining experience and/or knowledge to better accomplish assignments.

Rating: No Response

Comments:

P. Safety Consciousness

The employee's ability to take necessary and reasonable precautions in his/her work environment; knowledge, understanding, adherence and compliance with all prescribed safety policies, procedures and guidelines; models safe behavior and practices; encourages staff participation in safety training and in following safety standards; participates in departmental safety efforts and training in a thorough and timely manner.

Rating: No Response

Comments:

Current Goals

No Records Found

Future Goals

No Records Found

Overall Rating Comments

Overall Performance Rating

Rating: No Response

Overall Calculated Rating:

Supervisor Overall Rating:

Comments or Performance Examples:

Comments Sections

Supervisor Comments:

Employee Comments:

Approver Comments:

Final Evaluator Comments: