

# ESSEX COUNTY COLLEGE ADMINISTRATIVE EVALUATION FORM

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Division/  
Department: \_\_\_\_\_ Covering: \_\_\_\_\_ to \_\_\_\_\_  
(Month, Day, Year) (Month, Day, Year)

Date of Hire: \_\_\_\_\_

1. Place an X in the appropriate column.
2. If "inadequate" is marked, a narrative statement must be provided.

## PERFORMANCE AREA

1. Job Knowledge	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Understands duties, functions and responsibilities.

COMMENTS:

2. Quality of Work	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Thorough, accurate work is produced or supervised.

COMMENTS:

3. Cooperation	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Willingness to work with superiors, subordinates and peers as well as non-college personnel.

COMMENTS:

4. Reliability	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Acts and performs reasonably and in the best interests of supervised area and the college.

COMMENTS:

5. Judgement	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Makes appropriate decisions and judgements, consulting or seeking advise when appropriate or necessary.

COMMENTS:

6. Ability to Communicate	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Both oral and written communication are effective and appropriate.

COMMENTS:

7. Leadership	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Accomplishes major tasks related to job functions while balancing human relations, fiscal and programmatic concerns.

COMMENTS:

8. Fiscal Management	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Ability to develop and monitor budget(s) and manage programs within budget(s).

COMMENTS:

9. Ability to Resolve Problems	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Resolves problems quickly and efficiently while considering the effect of solutions on other areas and the college as a whole.

COMMENTS:

10. Adherence to College Procedures	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standard: Knowledge of and compliance with established policies, procedures and regulations.

COMMENTS:

11. Attitude	EXCEEDS REQUIREMENTS <input type="checkbox"/>	MEETS REQUIREMENTS <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	INADEQUATE <input type="checkbox"/>
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Standards: Willingness to work with others, to extend beyond minimum expectations, and to avoid counterproductive conflict.

COMMENTS:

12. Achievement of Goals/ Objectives

EXCEEDS REQUIREMENTS

MEETS REQUIREMENTS

NEEDS IMPROVEMENT

INADEQUATE

Standard:

Ability to develop realistic and appropriate goals and complete the tasks required to accomplish them.

COMMENT:

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Additional comments of evaluator and recommendation:

Employee is recommended for retention

 Yes No

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

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Comments of administrator (evaluatee). Attach additional sheets, if needed:

\_\_\_\_\_  
Signature of Evaluatee

\_\_\_\_\_  
Date

Acceptance of recommendation

 Yes No, attach comments

\_\_\_\_\_  
Area Head

\_\_\_\_\_  
Date

(Rv. 11/03)