



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 MEETS REQUIREMENTS NEEDS IMPROVEMENT INADEQUATE

Standard: Understands duties, functions and responsibilities.

COMMENTS:

2. Quality of Work EXCEEDS REQUIREMENTS MEETS REQUIREMENTS NEEDS IMPROVEMENT INADEQUATE

Standard: Thorough, accurate work is produced or supervised.

COMMENTS:

3. Cooperation EXCEEDS REQUIREMENTS MEETS REQUIREMENTS NEEDS IMPROVEMENT INADEQUATE

Standard: Willingness to work with superiors, subordinates and peers as well as non-college personnel.

COMMENTS:

4. Reliability	EXCEEDS REQUIREMENTS	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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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	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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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	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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Standard: Both oral and written communication are effective and appropriate.

COMMENTS:

7. Leadership	EXCEEDS REQUIREMENTS	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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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	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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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	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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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	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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Standard: Knowledge of and compliance with established policies, procedures and regulations.

COMMENTS:

11. Attitude	EXCEEDS REQUIREMENTS	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	INADEQUATE
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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
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Standard: Ability to develop realistic and appropriate goals and complete the tasks required to accomplish them.

COMMENT:

Additional comments of evaluator and recommendation:

Employee is recommended for retention	Yes	No
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Signature of Evaluator	Date
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Comments of administrator (evaluatee). Attach additional sheets, if needed:

Signature of Evaluatee	Date
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Acceptance of recommendation	Yes	No, attach comments
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Area Head	Date
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(Rv. 11/03)