

ADMINISTRATOR PERFORMANCE REVIEW FORM

<i>Administrator Name:</i>	<i>Hire Date:</i>
<i>Position Title:</i>	<i>Current Position Start Date:</i>
<i>Department/Unit:</i>	<i>Appraisal Period:</i> <div style="display: flex; justify-content: space-between;"><i>From:</i><i>To:</i></div>
<i>Reviewing Supervisor:</i>	<i>Date of Last Appraisal:</i>

RATING DEFINITIONS

The following scale should be used to rate the results achieved in **Sections I (Objectives)** and **II (Performance Factors)**.

<u>Category</u>	<u>Description</u>
5 High Exceeds Standards	Performance was consistently and significantly above all expectations. Employee demonstrated extraordinary mastery of the objective or performance factor being rated even when faced with the most significant challenges.
4 Exceeds Standards	In between 3 and 5]
3 Fully Achieves Standards	Performance fully met, and sometimes exceeded expectations set for the objective or performance factor. Employees performing at this level are making a good contribution and are producing well for the organization.
2 Minimally Achieves Standards	In between 1 and 3]
1 Below Standards	Performance did not meet basic expectations and missed requirements for achieving the objective or performance factor standard.

PRE-PERFORMANCE PERIOD SIGN-OFF

Employee's Signature

Date

Supervisor's Signature

Date

Accountabilities (from the **Position Description**) should be reviewed jointly by the supervisor and employee to ensure currency and accuracy. A copy of the up-to-date Position Description should be initialed and attached to this form.

The signatures above confirm that the supervisor and employee agreed upon major accountabilities and objectives (from *Section I*) at the beginning of the performance period.

SECTION I - OBJECTIVES

The personal objectives which the supervisor and employee agree upon at the beginning of the period should support HCC's institutional goals in effect at the time of the appraisal period. Each incumbent's personal objectives should consider organizational, divisional and departmental targeted outcomes to which the employee can contribute. Each personal objective should be coded in the first column specifically as relating to one of the institution goals. Personal objectives could include special projects, priority programs or strategic results in existing programs. Objectives should be stated in specific and measurable terms. Timelines for accomplishment of each objective should also be provided.

At the end of the appraisal period, rate the results of each objective using the five-point scale on Page 1. Calculate the average for all objectives by summing the entries in the last column and record that value in the box labeled **Objectives Average**.

If objectives change during the year, they should be updated as soon as possible to reflect the revised set of priorities.

The supervisor and employee comments regarding the objectives should be noted in **Section IV (Supervisor's Comments)** and **Section VI (Employee's Comments)**.

Goal	Personal Objective	Specific Measures/Timelines	Rating

SECTION I - OBJECTIVES (CONTINUED)

Goal	Personal Objective	Specific Measures/Timelines	Rating
If necessary, the last page may be used to continue objectives.			Average

SECTION II - PERFORMANCE FACTORS

The 11 performance factors in this section were developed from the values identified in the College's Mission and Values statement. At the beginning of the performance period, the supervisor and employee should discuss each of the performance factors, their associated behaviors and how they relate to the quality of work process in the position description accountabilities and objectives.

Written comments regarding objectives should be recorded in **Section V (Supervisor's Comments)** and **Section VI (Employee's Comments)**.

	Rating
Commitment & Initiative	
Communication	
Creativity	
Customer Service	
Decision-Making	
Job Knowledge	
Leadership	
Planning & Organization	
Teamwork & Interpersonal Relations	
Use of Resources	
Valuing Diversity	
Average	

SECTION III- OVERALL PERFORMANCE RATING

The **Overall Performance Rating** is a composite of the employee's performance relative to objectives and performance factors. The objectives section and performance factors section are given equal weight in the Overall Performance Rating. Thus, the overall rating is simply the sum of the two section values divided by two (2).

Section Rating

Section I.	Objectives	
Section II.	Performance Factors	

Overall Performance Rating:	
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Referring to the Performance Categories below, indicate the employee's rating category by checking the appropriate box for the corresponding point range.

(Check only one)

Performance Category

<input type="checkbox"/> High Exceeds Standards	4.5 - 5.0
<input type="checkbox"/> Exceeds Standards	3.5 - 4.4
<input type="checkbox"/> Fully Achieves Standards	2.5 - 3.4
<input type="checkbox"/> Minimally Achieves Standards	1.5 - 2.4
<input type="checkbox"/> Below Standards	1.4 and below

SECTION IV - SUPERVISOR'S COMMENTS

Summarize the employee's overall performance results against objectives and performance factors for the most significant performance areas. Provide specific examples of both strengths and weaknesses. Comments may be continued on last page.

SECTION V - DEVELOPMENT PLAN

This is the most important part of the performance review process. The supervisor and the employee should construct a plan for development to facilitate the employee's achievement of the highest possible level of personal growth and performance. Based on a review of the objectives and performance factors, consider both the strengths the employee has to build upon and the weaknesses, which require improvement. Wherever possible, the developmental plan activities should be built around and tied back into the organizational goals in effect at the time of the appraisal period.

Well-constructed plans would normally include some combination of the following:

- Identifying a mentor -- yourself or another manager -- to oversee and guide the individual's overall professional development.
- Challenging assignments as a project leader that "stretch" the employee to new levels of mastery.
- Traditional education and training techniques such as books, seminars and tapes.
- On-the-job training (typically by the immediate supervisor) to cultivate an important new skill or competency via direct instruction, modeling, coaching and feedback.
- Nomination or assignment of an employee to an intra- or inter-departmental task force or work group.
- Soliciting standardized, cyclic education and training for the employee from the Human Resources department.
- Simply requesting that the employee engage in self-awareness and monitoring on key performance matters with subsequent following discussion between the supervisor and employee.

Supervisors should remember they have a responsibility to follow through on their obligations for any development plan relative to the aspects of the plan under their authority and control. Employees should remember they have a responsibility to work actively with the supervisor in plan preparation and make a full commitment to follow through on the plan.

SECTION VI - EMPLOYEE'S COMMENTS

The employee has the option of making comments regarding the review process, review results and development plan in the space below. Comments may be continued on last page.

SECTION VII – FINAL SIGN-OFFS

Supervisor's Signature

Date

Employee's Signature

Date

The employee's signature indicates that the appraisal results have been discussed with him or her and that the employee understands the results; the signature does not reflect the employee's agreement or disagreement

Adm Eval 2006 (05/06)

SECTION VIII - Continuation