

**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE EMPLOYEES EVALUATION  
FORM A**

**EVALUATION TYPE:** Year 1 \_\_\_\_\_, Year 2 \_\_\_\_\_, Year 3 \_\_\_\_\_  
Triennial Evaluation \_\_\_\_\_ (Last Evaluation \_\_\_\_\_)

**EVALUATION PERIOD:** FROM \_\_\_\_\_ TO \_\_\_\_\_

Employee	Department
Title	Evaluator

**COMPONENT A: PERFORMANCE**

PLEASE ASSESS THE PERFORMANCE OF THE EMPLOYEE IN EACH OF THE FACTORS LISTED. SPECIFIC COMMENTS ARE REQUIRED FOR FACTORS RATED BELOW SATISFACTORY.

**LEADERSHIP**

1. **Leadership Qualities** – Inspires confidence, respect, enthusiasm and cooperation. Performs duties and responsibilities with integrity and high professional standards. Is accessible for consultation and appointments.

Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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2. **Supervisory Skills** – Fosters a consistent, productive work environment, builds morale, counsels, guides and evaluates staff accurately. Stimulates staff to excel. Delegates and assigns tasks appropriately. Listens to and considers the points of view of others in establishing supervisory practices. Functions well in a multicultural environment. Provides opportunities for staff training and professional growth activities.

Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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**COMMUNICATION, COORDINATION, AND COLLEGIALITY**

3. **Oral and Written Communication** – Delivers articulate presentations. Prepares clear, concise written communication. Responds promptly to requests for information and assistance.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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**ORGANIZATION AND MANAGEMENT**

4. **Planning and Organization** – Develops achievable objectives and goals. Sets logical and effective courses of action. Makes efficient use of all resources. Works cooperatively and collaboratively with faculty, staff, and students in situations calling for teamwork.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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5. **Budgeting** – Prepares accurate budget projections. Able to operate effectively within budget allocation. Uses innovative methods to leverage fund allocations.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory     NA

Comments: \_\_\_\_\_

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**PROFESSIONAL QUALITIES**

6. **Judgment/Decision Making** – Analyzes situations and data and makes appropriate decisions. Forms objective opinions. Exercises foresight. Demonstrates flexibility and resourcefulness. Relates decisions, activities, goals and objectives to the philosophy and goals of the institution.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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7. **Attitude** – Committed to college objectives and philosophy. Represents the college community well. Is collegial in dealings with others.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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8. **Initiative** – Self-motivated. Able to work independently. Seeks greater responsibility.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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9. **Creativity** – Develops and implements new ideas and methods when appropriate.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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10. **Knowledge and Experience** - Knows and follows institutional policies and practices. Solves problems appropriately. Professional development plan and activities reflect recognition of deficiencies in knowledge and experience and continued growth.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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11. **Sensitivity** - Demonstrates interest in developing, utilizing and celebrating the talents of co-workers and team members. Listens to, considers and respects the views of others and provides appropriate feedback. Provides opportunities to fully participate in group decisions.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement  
 Unsatisfactory

Comments: \_\_\_\_\_

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**12. Relationships With Other College Groups** – Collects and uses input from others when making decisions. Takes an active role in the participatory governance process.

- Outstanding     Above Satisfactory     Satisfactory     Needs Improvement
- Unsatisfactory

Comments: \_\_\_\_\_

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My signature acknowledges that I have read and discussed this evaluation with my supervisor. My signature does not necessarily mean that I concur with the evaluation. When new goals and objectives are attached to this administrative review, I understand that the evaluation will become a permanent part of my personnel file. I have the right to submit written comments within ten (10) working days and the right to have those comments attached to this evaluation for inclusion in my personnel file.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Supervisor/Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Comments of next-level administrator: (Optional)**

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