
APPENDIX B, LACCD ADMINISTRATOR'S PERFORMANCE EVALUATION

Name: _____ **Location:** _____

Title: _____ **Evaluation Period:** _____

From: _____ **To:** _____

Type of Evaluation: Self New Employee Annual

PURPOSE:

The purpose of this evaluation is to provide a systematic, objective and entirely constructive method of evaluating and informing an administrative employee of the effectiveness of the employee's performance and contribution to the overall purpose and mission of the Los Angeles Community College District. The evaluation process is designed to achieve a mutual understanding between the supervisor and the employee regarding levels of past performance, identification of strengths and weaknesses, means for improving performance, and expectations for future performance based on set goals throughout the evaluation period.

INSTRUCTIONS FOR UNIT MEMBER EMPLOYEES:

As part of the self-evaluation process, evaluate each category separately providing examples as appropriate.

GOALS AND OBJECTIVES IN SUPPORT OF COLLEGE MISSION—EVALUEE TO COMPLETE
<p><i>State goals and objectives and other significant accomplishments achieved during this evaluation period.</i></p> <ol style="list-style-type: none">1.2.3. etc. <p><i>State goals and objectives which were not accomplished during this evaluation period: (State any reasons or causes which prevented the accomplishment of each goal and objective.)</i></p> <ol style="list-style-type: none">1.2.3. etc.

INSTRUCTIONS FOR SUPERVISORS:

Evaluate each category separately. The supervisor should provide specific comments, examples and/or suggestions for each category. If “Needs Improvement” is indicated, specific suggestions for improvement must be provided.

DEFINITIONS OF PERFORMANCE LEVEL DEGREES:

Needs Improvement - Performance shows deficiencies which seriously interfere with the attainment of the principal objectives of the category and seriously falls below the mutually agreed upon goals. Improved performance is needed which requires a serious concentrated effort on the part of the employee to reach a satisfactory level. This rating must be supported by a statement of facts within the “comments, examples, and/or suggestions” section.

Meets Expectations - Performance shows attainment of the principal objectives of the category. Performance is consistent with the Classification Specification and the mutually agreed upon goals for this category.

Exceeds Expectations - Performance achievements are consistent, important, distinctive, and unique, and are beyond the defined objectives of the category delivering additional outcomes from those stated in the Classification Specification and mutually agreed upon goals. This rating must be supported by a statement of facts within the “comments, examples, and/or suggestions” section.

EVALUATION CATEGORIES

<u>ACCOMPLISHMENTS</u>			
(Accomplishments related to goals set in the prior year or other accomplished achieved during the year.)			
	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>
<i>Quality of accomplishments</i>			
<i>Quantity of accomplishments</i>			
<i>Timeliness of accomplishments</i>			
Comments, Examples, and/or Suggestions:			

<u>JOB KNOWLEDGE</u>			
	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>
<i>Depth of knowledge</i>			
<i>Breadth of knowledge</i>			
<i>Application of knowledge</i>			
<i>Acquisition of knowledge</i>			
Comments, Examples, and/or Suggestions:			

<u>PROBLEM SOLVING AND DECISIVENESS</u>			
	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>
<i>Ability to identify the nature and causes of problems</i>			
<i>Solves problems using data, facts, observation, analysis, and evaluation</i>			
<i>Considers alternative courses of action</i>			
<i>Ability to handle multiple problems at the same time</i>			
<i>Takes prompt and decisive action</i>			
<i>Accepts responsibility for decisions</i>			
Comments, Examples, and/or Suggestions:			

<u>COLLABORATION AND ADAPATABILITY TO CHANGE</u>			
	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>
<i>Interacts in a collegial and collaborative manner with superiors, peers, and other organizational units</i>			
<i>Willing to assist and/or guide others</i>			
<i>Open to feedback</i>			
<i>Adapts to new situations and changing priorities</i>			
<i>Demonstrates flexibility</i>			
<i>Demonstrates resourcefulness</i>			
Comments, Examples, and/or Suggestions:			

<u>COMMUNICATION SKILLS</u>			
	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>
<i>Organizes information</i>			
<i>Presents information orally and in writing effectively</i>			
<i>Demonstrates the ability to facilitate groups of faculty, staff and others</i>			
<i>Adjusts communication to the level of the audience</i>			
Comments, Examples, and/or Suggestions:			

MANAGERIAL QUALITIES, RELIABILITY, AND EFFECTIVENESS

	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>
<i>Establishes performance standards for the work unit</i>			
<i>Trains, develops, advises, and guides subordinates</i>			
<i>Objectively evaluates the performance of subordinates in accordance with established timelines</i>			
<i>Obtains support and respect of others</i>			
<i>Ability to work under stressful conditions</i>			
<i>Follows through on tasks</i>			
<i>Contributes ideas for creative improvements in operations, methods, and procedures</i>			
<i>Monitors outcomes assessment processes for programmatic improvement</i>			
Comments, Examples, and/or Suggestions:			

PLANNING, LEADERSHIP, AND INITIATIVE

	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>
<i>Establishes definitive short and long-term goals and objectives</i>			
<i>Develops plans to achieve desired, timely results</i>			
<i>Takes initiative in accomplishing goals</i>			
<i>Meets stated goals</i>			
<i>Maintains budgets and provides forecasts</i>			
<i>Stays ahead of day-to-day responsibilities</i>			
<i>Organizes, directs, and coordinates work activities for the attainment of goals and objectives</i>			
Comments, Examples, and/or Suggestions:			

OVERALL EVALUATION

- Exceeds Expectations***
 Meets Expectations
 Needs to Improve
 Unsatisfactory

An overall “Needs to Improve” evaluation will initiate the Supervisor’s duty to provide the Unit member with a *Remediation Plan* (Article 8, H.) that shall include specific examples of expected performance, suggestions about how to improve and the method that will be used to assess improvement within an agreed upon time frame for each item addressed in the plan.

GOALS AND OBJECTIVES IN SUPPORT OF COLLEGE MISSION
NEXT EVALUATION PERIOD BEGINS _____ ENDS _____

INSTRUCTIONS:

The development of performance goals and objectives is a collaborative process between the employee and his/her supervisor to arrive at a mutual understanding of expectations and accomplishments for the next evaluation period. When preparing goals and objectives statements be certain that they are measurable and verifiable, that they are directly related to the administrator's Classification Specification, that they are realistic and obtainable, that they are consistent with policy and practice, and that accountability is clearly established.

State goals and objectives to be accomplished during the next evaluation period. Goals should relate to College mission, the employee's Classification Specification and their professional growth.

- 1.

- 2.

3. ETC.

This evaluation has been reviewed by me and discussed with my supervisor. These goals and objectives for the next evaluation period have been reviewed by me and discussed with my supervisor.

I have received a copy of this evaluation but my signature does not necessarily indicate my agreement. I understand that I have ten (10) working days from the time to have a written statement attached to this evaluation before it is sent to my personnel file in the Human Resources Division.

Employee Signature: _____ **Title:** _____ **Date:** _____

Immediate Supervisor: _____ **Title:** _____ **Date:** _____

Next Level Authority: _____ **Title:** _____ **Date:** _____

College President (if applicable): _____ **Date:** _____

INSTRUCTIONS FOLLOWING THE EVALUATION

A copy of this evaluation will be uploaded into the appropriate Human Resources Information System by the appropriate supervisor or designee.