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## APPENDIX B, LACCD ADMINISTRATOR'S PERFORMANCE EVALUATION

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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:

Read carefully the definitions of "degrees" and the definitions under each category in the evaluation. Evaluate each category separately.

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"><li>1.</li><li>2.</li><li>3.</li></ol> <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"><li>1.</li><li>2.</li><li>3.</li></ol>

### INSTRUCTIONS FOR SUPERVISORS:

Read carefully the definitions of "degrees" and the definitions under each category in the evaluation. Evaluate each category separately. The supervisor should provide specific comments and/or suggestions for each category. If degree 1 is indicated, specific suggestions for improvement must be provided.

### DEFINITIONS OF PERFORMANCE LEVEL DEGREES:

**Degree 1**-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.

**Degree 2**-Performance shows attainment of the principal objectives of the category. Performance is consistent with the Job Duty Statement and the mutually agreed upon goals for this category.

**Degree 3-** Performance achievements are consistent, important, distinctive, unique and are beyond the defined objectives of the category delivering additional outcomes from those stated in the Job Duty Statement and mutually agreed upon goals.

**EVALUATION CATEGORIES**

<b>ACCOMPLISHMENTS</b> <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> Degree 3
<i>Consider quality, quantity, and timeliness of accomplishments.</i>
Comments and/or Suggestions:

<b>JOB KNOWLEDGE</b> <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> Degree 3
<i>Consider depth, breadth, application, and acquisition of knowledge.</i>
Comments and/or Suggestions:

<b>PROBLEM SOLVING</b> <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> Degree 3
<i>Consider the ability to identify causes of problems, to recognize critical elements of problems, and to solve them effectively.</i>
Comments and/or Suggestions:

<b>COOPERATION</b> <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> Degree 3
<i>Consider effectiveness of interactions with superiors, peers, and other organizational unity, willingness to assist and/or guide others and is open to feedback.</i>
Comments and/or Suggestions:

**ADAPTABILITY TO CHANGE**

Degree 1    Degree 2    Degree 3

*Consider adaptability to rapid changes, new situations and changing priorities.*

Comments and/or Suggestions:

**COMMUNICATIONS SKILLS**

Degree 1    Degree 2    Degree 3

*Consider the ability to organize and effectively present information orally and in writing.*

Comments and/or Suggestions:

**INITIATIVE AND DECISIVENESS**

Degree 1    Degree 2    Degree 3

*Consider the ability to take prompt, decisive action and the willingness to accept responsibility for decisions.*

Comments and/or Suggestions:

**RELIABILITY AND EFFECTIVENESS**

Degree 1    Degree 2    Degree 3

*Consider the ability to obtain the support and respect of others, to work under stressful conditions, and to be relied upon to follow-through on tasks, and meet stated goals.*

Comments and/or Suggestions:

**CREATIVITY AND INNOVATION**

Degree 1    Degree 2    Degree 3

*Consider applications of innovative concepts and ideas for creative improvements in operations, methods and procedures.*

Comments and/or Suggestions:

**LEADERSHIP**

Degree 1    Degree 2    Degree 3

*Consider the establishment of performance standards for the work unit and the training, developing, evaluating, assessing, counseling, and guiding of subordinates.*

Comments and/or Suggestions:

**MANAGERIAL QUALITIES**

Degree 1    Degree 2    Degree 3

*Consider skills in establishing definitive goals and objectives, developing plans to achieve desired, timely results, and organizing, directing, and coordinating work activities for the attainment of goals and objectives.*

Comments and/or Suggestions:

**PLANNING**

Degree 1    Degree 2    Degree 3

*Consider skills in developing short and long term goals, annual budgeting, forecasting, and staying ahead of day-to-day responsibilities.*

Comments and/or Suggestions:

**OVERALL EVALUATION**

*Meets Expectations*

*Exceeds Expectations*

*Needs to Improve*

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.

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

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**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 Job Duty Statement, 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 Job Duty Statement, and his/her professional growth.*

1.

2.

3.

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

Employee's Signature\*: \_\_\_\_\_ Title: \_\_\_\_\_ Dated: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Dated: \_\_\_\_\_

Appropriate Vice President : \_\_\_\_\_ Title: \_\_\_\_\_ Dated: \_\_\_\_\_

College President: \_\_\_\_\_ Dated: \_\_\_\_\_

*\*The Employee's signature does not necessarily represent agreement with the evaluation's contents. The Employee may attach a statement to this form. See Article 8, Evaluation of CBA for information.*