



Biennial Executive Level Evaluation

Employee Information

Executive Member Name:

Position Title:

Direct Manager:

Date of Evaluation:

Evaluation Categories

Instructions: For each area, select one rating and provide comments.

Organizational Culture:

Accountability

In support of the Chancellor's direction, and in combination with other members of Cabinet, establishes practices to promote accountability throughout the organization. Accepts responsibility for decisions.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Executive Leadership

Models the values of the district/college/center and instills a collective sense of mission. Establishes an overall environment that influences individuals and groups toward organizational goals. Engenders respect and trust. Motivates others to translate ideas into actions and results. Inspires those under their management through guidance, counseling, coaching, and leading. Communicates openly and honestly.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Values Diversity, Equity, & Inclusivity

Seeks to understand different perspectives and cultures. Contributes to a work climate where differences are values and supported. Applies other's diverse experiences, styles, backgrounds and perspectives to get results. Is sensitive to cultural norms, expectations and ways of communicating.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Institutional Infrastructure and Goals

Accreditation Standards

Knowledge of the accreditation processes. Sets vision and supports institutional improvements in order to meet accreditation standards. Provides leadership for the program planning process, accreditation and other reports as needed.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Collaboration

Collaborates and negotiates with external stakeholders, staff, other managers, and superiors to develop lasting agreements that involve broad components of the organization. Engages in cross-functional activities. Collaborates across boundaries, and finds common ground with a widening range of stakeholders. Puts goals of the group ahead of one’s own agenda, and supports and acts in accordance with final group decisions even when such decisions may not entirely reflect one’s own position.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Decision Making

Identifies and acts promptly upon opportunities and threats to the organization while allocating resources necessary to achieve the organization’s mission/goals. Makes decisions based on data provided. Evaluates the potential and actual impact of decisions on subordinate managers, staff members, and external stakeholders. Prepares for crucial decisions, reflects on past actions and leads an organization which gathers and analyzes lessons learned.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Fiscal Resource Management

Evaluates and tracks the financial needs of their areas and works within the established budget. Makes budget recommendations and requests. Ensures allocated funds are spent efficiently and adequate accounting controls are maintained.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Strategic Analysis/Planning

Motivates and encourages commitment to the achievement of strategic plans. Recommends, creates and implements long and short-term strategic plan goals and operational plans for functional areas. Challenges the status quo by ensuring actions are taken to overcome obstacles and resistance to change. Demonstrates awareness of the external and internal environment and the strengths and weaknesses of the district/college/center to anticipate and recognize the potential impact on long term plans.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Personnel Management:

Supervisory Functions

Demonstrates sound supervisory personnel decisions. Demonstrates knowledge of human resources policies and labor agreements. Assesses current and future staffing needs based on organizational goals and budget realities. Makes hiring decisions based on qualifications, commitment to public service, and competency. makes hiring decisions with regard to fostering diversity and inclusion. Manages staff in ways that enhance their ability to succeed.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Performance Evaluations & Feedback

Ensures completion of all employee evaluations in administrative areas in a timely manner. Provides specific and consistent feedback.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Professional Traits and Abilities:

Communication

Communicates with factual, well-written support materials to provide a compelling vision. Communicates timely, accurately, and effectively. Maintains open communication with fellow employees and the public to achieve mutual goals. Practices active listening to gain an appreciation for and understanding of others' positions.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Professionalism & Ethics

Presents a professional image of the district/college/center. Works with internal and external customers to protect and enhance the image of the district/college/center. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. Does not allow emotions to interfere with personal interactions and decisions.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Public Interaction

Enhances public relations. represents the district/college/center in a positive light. Looks for ways to promote a positive community-oriented environment. Demonstrates a willingness to organize and maintain effective relationships with the public and media.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Time Utilization

Devotes sufficient time and energy to the job. Manages time effectively. Maintains consistent schedule to be available for staff needs.

Does Not Apply Exceeds Standard Meets Standards Needs Improvement Fails to Meet Standard

Comments:

Additional Observations:

This section should be used to include strengths and/or areas of improvement which are not already included in the competency portion of the evaluation. Additionally, use this section to summarize the progress of all evaluations under the administrator's purview.

Additional Areas of Strength

Indicate areas of strength or other accomplishments that are outside of the already listed competencies.

Comments:

Additional Areas of Growth

Indicate areas, outside of the already listed competencies, which may need improvement.

Comments:

Evaluations Progress

Explain whether all employee evaluations under their/your purview have been completed in a consistent, thorough, and timely manner.

Comments:

Overall Rating

This section should be used to include strengths and/or areas of improvement which are not already included in the competency portion of the evaluation. Additionally, use this section to summarize the progress of all evaluations under the administrator's purview.

Rating (radio group – select one):

Exceeds Standard

Meets Standards

Needs Improvement

Fails to Meet Standard

Comments:

Notes and Attachments:

Signatures:

Executive Employee Signature DATE

Immediate Supervisor Signature DATE