

**VICTOR VALLEY COLLEGE**

APPENDIX B

**SELF-ASSESSMENT EVALUATION OF PERFORMANCE FOR  
ADMINISTRATIVE EMPLOYEE OTHER THAN VICE PRESIDENT  
(EMPLOYEE COMPLETES)**

Employee \_\_\_\_\_ Position Title \_\_\_\_\_

Rating Period: From \_\_\_\_\_ to \_\_\_\_\_ Length of Time in Position \_\_\_\_\_

Evaluator \_\_\_\_\_ Position Title \_\_\_\_\_

**MANAGEMENT COMPETENCIES**

1. *Job Performance* – including, but not limited to: knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, utilization of fiscal and personnel resources. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

*Strengths and Accomplishments/Specific Growth Desired:*

2. *Working Relationships / Human Relations* – including, but not limited to: staff relationships, professional response to clients, promoting interdepartmental cooperation, open and honest communication, maintaining a positive climate and reputation, community/client relationships, appreciation for a diverse and talented workforce, interest in people, sensitive to needs of others, accessible to others. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

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*Strengths and Accomplishments/Specific Growth Desired:*

3. *Communications* – including, but not limited to: clear verbal and written communicator, timely with communications, good listener, consistent follow-up. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

*Strengths and Accomplishments/Specific Growth Desired:*

4. *Personal Characteristics* – attitude, commitment, perseverance, integrity, dependability, punctuality, professional and personal appearance. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

*Strengths and Accomplishments/Specific Growth Desired:*

5. *Leadership* – including, but not limited to: clarity of direction, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, delegates effectively, works effectively within the participatory governance process, community and public service involvement. Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

*Strengths and Accomplishments/Specific Growth Desired:*

6. *Goals & Assessment of Progress -- align goals to Educational Master Plan goals; complete section “Employee’s Assessment of Goal Achievement” on forms completed last year.* Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

7. *Peer assessment – provide an analysis of the results from the peer assessment instrument.* Check applicable rating:

- Outstanding
- Meets Expectations
- Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.
- Unsatisfactory – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

*Commendations/Recommendations:*

**VICTOR VALLEY COLLEGE**

Evaluator's Comments:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date