**Administrator, Manager, Supervisor**

**Employee Performance Review**

| Employee Information |
| --- |
| Name |       | Banner ID |       |
| Job Title |       | Date of Review |       |
| Department/Division |       | Supervisor |       |
| Review Period |       | to |       |

**PERFORMANCE EVALUATION CRITERIA**

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| **Leadership** Accepts responsibility for own work; develops trust and credibility, demonstrates honest and ethical behavior. Strives for efficient, effective, high-quality performance in self and the department; delivers timely and accurate results; resilient when responding to unexpected situations that are not going well, takes initiative to make improvements. Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions. |
| **Management of Human and Fiscal Resources** Coaches, evaluates, develops, inspires people, sets expectations, recognizes achievements, manages conflict, aligns performance goals of subordinates with District goals, provides feedback, team builder, group leadership, appropriately delegates. Provides feedback to employees regarding performance by way of the evaluation process in a timely manner consistent with Human Resources and Board Policy. Prepares accurate budget projections. Able to operate effectively within budget allocation. Uses innovative methods to leverage allocations. |
| **Knowledge and Expertise** Displays expert-level understanding of assigned work and that of subordinates. Performs key responsibilities as articulated in the job description. Understands the big picture and aligns priorities with broader goals, measures, and outcomes. Keeps current in skills/knowledge, industry standards and federal mandates.  |
| **Planning and Review (involving outcome assessment)** Proactively and routinely evaluates assigned programs for effectiveness and places a high importance on desired outcomes. Measures outcomes, uses feedback to changes as needed, evaluates alternatives, solutions oriented. Demonstrates integrity, accountability and efficient leadership to meet administrative or learning outcomes. Displays an ability to accurately assign work to subordinates, track accomplishments, and complete initiatives/projects. |
| **Decision Making and Problem Solving** Analyzes problems swiftly and efficiently, approaches problems with an open mind. Is collaborative in decision making, as appropriate. Open to collaboration in decision making, allows colleagues and subordinates to be critical of ideas and suggest solutions to expand an idea. |
| **Teamwork and Collaboration** Motivates and works effectively with co-workers within the office/work area and the college. Connects with peers, subordinates and customers; actively listens, clearly and effectively shares information, and demonstrates effective oral and written communication skills. Cooperates and collaborates with colleagues as appropriate; works in partnership with others. |
| **Professional Development** Enthusiastically participates in professional development opportunities in all forms, including but not limited to: conferences, on-campus learning opportunities, engagement in online communities and forums. Promotes professional development within the department. Takes an active role in developing the skills and knowledgebase of subordinates. |
| **Advancement of Diversity, Equity, Inclusion, and Accessibility** In accordance with California Code of Regulations, § 53605, the evaluation of management employees shall include the degree to which the employee displayed significant consideration of DEIA and anti-racist principles into existing policies and practices, funding allocations, decision making, planning, and program review processes. These processes shall take into account the experience and performance of students and colleagues of diverse backgrounds, and work to close equity gaps in student outcomes and hiring. Consistently displays knowledge of inequities and challenges faced by marginalized students, employees and the public. Works to reduce barriers to access and advance opportunities for underserved communities. Examples of this could include: facilitating programmatic changes, demonstrated awareness of personal unconscious bias, leadership amongst the team in combating and managing bias, commitment to diversifying working groups and teams, participation in inclusion training and education, etc. |

**EMPLOYEE SELF-EVALUATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unsatisfactory | Needs Improvement | Satisfactory | Above Satisfactory | Excellent |
| Leadership | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Management of Human and Fiscal Resources | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Knowledge and Expertise | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Planning and Review (involving outcome assessment) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Decision Making and Problem Solving | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Teamwork and Collaboration | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Professional Development | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Advancement of DEIA | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**Employee Narrative:**

**PERFORMANCE REVIEW:** \*Ratings of *unsatisfactory* and *needs improvement* require a comment/explanation of the review *and* an improvement plan. Please attach an improvement plan created collaboratively with the employee.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unsatisfactory\* | Needs Improvement\* | Satisfactory | Above Satisfactory | Excellent |
| Leadership | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Management of Human and Fiscal Resources | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Knowledge and Expertise | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Planning and Review (involving outcome assessment) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Decision Making and Problem Solving | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Teamwork and Collaboration | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Professional Development | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Advancement of DEIA | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Overall Evaluation by Supervisor** |
| [ ] Unsatisfactory\* | [ ] Needs Improvement\* | [ ] Satisfactory | [ ] Above Satisfactory | [ ] Excellent |

**Summary of Employee Goals for Review Period**:

**Supervisor Narrative (include goals for next review period):**

*Signature by the employee indicates they have read the performance evaluation and has received feedback from their supervisor. Signature does not indicate agreement with the performance evaluation. The employee has 10 days following the signature date below to submit a written statement, which will be attached to this evaluation form and placed in the personnel file.*

**Supervisor Date Employee Date**