

FORM B

**ADMINISTRATOR
 EVALUATION FORM**

Last Name	First Name	Date of Report
Position Title		Department

	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding	
Performance Factors						Comments/Examples*
1. ABILITY Proficiency in organizing work; judgment; knowledge; skill; quantity and quality of work.						
2. WORK HABITS Observance of work rules, regulations, policies and instructions; attendance; punctuality; industry.						
3. RELATIONSHIPS WITH OTHERS Ability to get along well with co-workers (supervisors, subordinates and other campus personnel); effectiveness in working with students and the general public.						
4. ATTITUDE Willingness to accept direction, suggestions for work improvement, responsibility; conformance to job requirements; shows initiative.						
5. ADAPTABILITY Ability to adjust to changes in work assignments, personnel and other factors in the job environment.						

* "Outstanding" and "Unsatisfactory" ratings require written comments/examples of the performance which resulted in these ratings.

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Performance Factors	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding	Comments/Examples*
6. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY Demonstrated ability and success in meeting affirmative action/equal employment opportunity commitments.						
7. SUPERVISORY ABILITIES A. Planning/organization of workload						
B. Employee evaluation (hiring, performance rating, capability assessment)						
C. Training and development of employees						
D. Leadership						
E. Decisionmaking						

* "Outstanding" and "Unsatisfactory" ratings require written comments/examples of the performance which resulted in these ratings.

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SUPPLEMENTARY FACTORS

I. Evidence Related to Supplementary Factors

If appropriate, please detail evidence related to supplementary factors (i.e., market condition, position assignments, salary equity and/or outstanding contributions to the University).

II. Performance Goals Plan

The performance goals plan provides a mechanism for establishing performance goals for the subsequent evaluation cycle and identifying areas needing improvement. While the format of the plan is flexible, it should include at a minimum a summary statement of major activities to be accomplished and, for areas needing improvement, a statement of the activities recommended to the employee to improve performance and the activities the evaluator will undertake to support the employee's performance.

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Last Name **First Name**

III. Overall Evaluation

On the basis of the ratings assigned to this employee for each of the performance criteria above, how do you evaluate the overall performance of this individual in accomplishing the requirements of the position?

- Outstanding
- Commendable
- Satisfactory
- Marginal
- Unsatisfactory

Evaluator's Signature **Date**

I have had an opportunity to review this evaluation with the evaluator. I (do) (do not) believe this evaluation to be an accurate representation of my performance.

Employee's Comments:

Employee's Signature **Date**

Reviewer's Recommendations/Comments:

Reviewer's Signature **Date**
