

Coahoma Community College
ADMINISTRATOR and SUPPORT STAFF EVALUATION FORM
 (For use by self, subordinates, and supervisor)

Directions: Please rate the individual named below by checking the appropriate boxes using the following scale. (Note: Ratings of 1 or 2 require written explanation on Comment Sheet.)

1. Unacceptable, totally ineffective
2. Unsatisfactory, needs, improvement
3. Satisfactory, adequate
4. Very good, above average
5. Excellent, superior
6. Not applicable or no basis for rating

Name _____

Evaluator is: Self Subordinate Supervisor

I. COMMUNICATION

1. Demonstrates effective speaking skills
2. Demonstrates effective writing skills
3. Disseminates adequate and timely information to appropriate personnel
4. Receives and processes messages, information, and requests promptly
5. Gives clear explanations, communicates expectations of performance
6. Consistently leaves instructions for locating when out of the office

| | 1 | 2 | 3 | 4 | 5 | 6 |
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II. PLANNING AND ORGANIZATION

7. Plans and organizes thoroughly and in advance
8. Attends to details carefully, thoroughly, and consistently
9. Delegates responsibility and commensurate authority, when appropriate

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- 21. Interprets and applies policies consistently with all personnel and situations
- 22. Appraises situations and problems objectively
- 23. Makes sound and timely decisions based on thorough

| 1 | 2 | 3 | 4 | 5 | 6 |
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Please utilize this form for evaluative comments regarding the individual. References to specific examples of exemplary actions or to problem areas will be helpful

Name: _____

Evaluator is: Self Subordinate Supervisor

- I. **COMMUNICATION** _____ ..

_____ ..

- II. **PLANNING ANDN ORGANIZATION** _____ ..

_____ ..

- III. **INTERPERSONAL RELATIONS** _____ ..

_____ ..

- IV. **DECISION MAKING/PROBLEM SOLVING** _____ ..

_____ ..

- V. **LEADERSHIP** _____ ..

_____ ..

- VI. **GOALS AND OBJECTIVES** _____ ..

_____ ..

- VII. **ATTITUDINAL CONSIDERATIONS** _____ ..

_____ ..

- VIII. **COMMITMENT TO INSTITUTION** _____ ..

_____ ..

- IX. **GENERAL COMMENTS** _____ ..

_____ ..