



# Trinity Valley Community College

## Annual Performance Evaluation

### Administrator Form

Employee Name:

Department:

Type of Review:  Annual

Title:

Reviewer:

Date of Review:

Review Period 01/01/2005 to 03/16/2005

Dean

Dr. Jan Hoffmiller

08/16/2005

This evaluation will be used to develop each employee's potential job performance. This evaluation provides an opportunity for an open and honest discussion of ways for both the employee and organization to become more productive and result in increased job satisfaction for the employee.

**Instructions:** To complete this evaluation form, mark one box with an "X" under each applicable factor using the following scale: 1=poor, 2=below average, 3=expected, 4=above average, and 5=superior performance. Select "N/A" if a particular criteria does not apply. After completing this form, conduct a formal performance review session with the employee.

		1	2	3	4	5	NA
<b>Leadership</b>	The employee's use of innovation and new ideas and ability to encourage staff to change and grow, moves department toward accomplishment of objectives.					✓	
<b>Employee Management</b>	The employee's use of appropriate/effective management style, flexibility, care and concern for employee.				✓		
<b>Financial Resource Management:</b>	The Employee's effective use of budget, training, equipment and materials.				4.5	✓	
<b>Professional Development</b>	The employee's involvement in professional training and/or professional organizations. Continues to develop skills to increase effectiveness in performing job junctions.					✓	
<b>Quality of Work</b>	The extent to which work is free from errors or mistakes caused by lack of thoroughness, inattention to detail, or similar factors.					✓	
<b>Quantity of Work</b>	The employee's level of productivity/output and timeliness of work.					✓	
<b>Application of Knowledge</b>	The employee's understanding of job duties and ability to accomplish job.					✓	
<b>Verbal Skills</b>	The employee's ability to verbally express ideas clearly, accurately and convincingly.					✓	
<b>Writing Skills</b>	The employee's ability to express ideas in writing clearly, accurately, and convincingly.					✓	
<b>Decision Making/Problem Solving</b>	The employee's ability to recognize and analyze problems, evaluate solutions and make recommendations.					✓	
<b>Work Organization</b>	The employee's effective use of logical and organized work steps and time management.					✓	
<b>Initiative</b>	The degree to which the employee demonstrates independent action and resourcefulness on the job by developing new methods, offering constructive suggestions and for seeking additional work.					✓	

		1	2	3	4	5	NA
<b>Work Relationship</b>	The employee's ability to relate, interact, react, and communicate with faculty, staff, students, co-workers, superiors and subordinates.					4.5	
<b>Customer Relations/Service</b>	The employee's interaction with departmental and institutional customers.						✓
<b>Supervision Required</b>	The amount of direction and supervision the employee requires.					✓	
<b>Completion of Goals</b>	The attainment of goals and objectives set during the immediate previous performance appraisal process.						

**Employees' Strengths**

Make other comments as you feel are necessary.

- Visionary  
 - Quality of Work  
 - Leadership  
 - Initiative

**Employee's Improvement Needs**

Make other comments as you feel are necessary.

Complete my Portfolio.

**Identify Goals for the Future**

Supervisors and employees should agree on goals and measurable objectives for the employee to work toward or complete during the coming year. In discussing these objectives, the employee should have the resources needed and should know the steps to take to achieve the objectives. Include the following in your description of future goals: (1) goal, (2) objective(s), (3) resources needed, and (4) action steps to accomplish each objective.

**Signatures:**

By signing below you are indicating that you have reviewed the information contained in this Performance Appraisal, and that you have reviewed your Position Description for accuracy.

Administrator:

Date: 8/16/2005

Supervisor: Jan Huffstutler

Date: 8-16-05