FORM B5

ADMINISTRATOR PERFORMANCE APPRAISAL

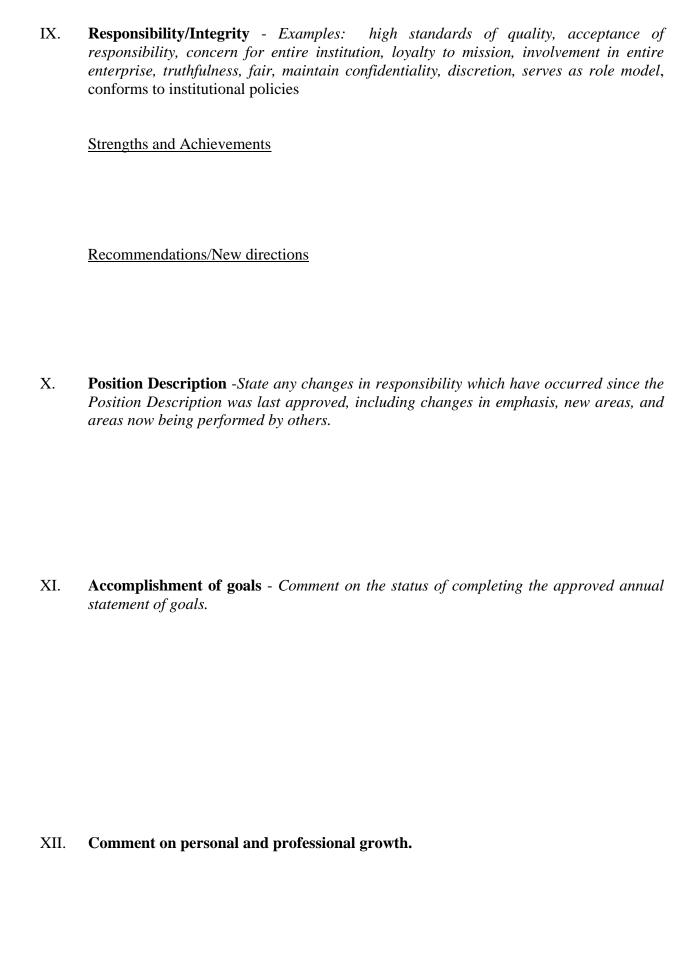
I.	Planning and organization - Examples: sets priorities for area, develops long term objectives, correlates to institutional goals, establishes clear and realistic timelines, coordinates assignments to achieve results, runs meetings effectively
	Strengths and Achievements
	Recommendations/New directions
II.	Decision making and problem analysis - Examples: exercises sound judgment, demonstrates objectivity, analyzes from varied perspectives, perceives ramifications of actions, considers data and approaches problems logically, makes clear and timely decisions, deals with issues promptly, and resolves conflicts
	Strengths and Achievements
	Recommendations/New Directions

Working with people - Examples: cooperates in team endeavors, offers ideas to others, takes on leadership when necessary, encourages collaboration, listens to others, accepts instructions and assignments, works well with people at all levels of the organization, treats people considerately and equitably, is available
Strengths and Achievements
Recommendations/New directions
Management/Supervisory ability - Examples: assumes team leadership, delegates responsibility, develops subordinate strengths, attends to operational details, manages the budget effectively, inspires others, utilizes effective measurement and evaluation techniques appropriately, organizes tasks and staff, implements approved plans
Strengths and achievements
Recommendations/New directions

V.	Professional knowledge and expertise - Examples: understanding of one's area of responsibility, necessary technical knowledge, computer skills, maintains up-to-date level of knowledge in professional area
	Strengths and achievements
	Recommendations/New directions
VI.	Communication skills - Examples: quality and clarity of written and oral presentations, listening effectiveness, participation at meetings, encourages dialogue, responds to inquiries and shares with others on a timely basis, communicates with appropriate personnel
	Strengths and Achievements
	Recommendations/New directions

VII. **Initiative/Creativity** - Examples: self-motivated, anticipates needs, incorporates new methods, displays vision, takes responsibility, finds creative ways to solve problems

Strengths and Achievements



	I understand that I may file a written reply to any reply will be attached to this report.	portions of this report, and that the
	I understand that my signature on this report disagreement with the contents.	does not constitute agreement or
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XIII. Comment on service to the College and community.