

Central Virginia Community College		
Administrative Evaluation Form		
Administrator	Year	
Rating scale: Rate the employee on key performance dimensions using the table below.		
3. Exceeds Expectations	Substantially exceeds performance standards	
2. Meets Expectations	Achieves performance standards	
1. Does Not Meet Expectations	Fails to meet performance standards	
Performance Dimensions		Rating
LEADERSHIP		
1.	Communicates effectively with faculty, staff, and students.	
2.	Makes sound and timely decisions: gathers pertinent facts before acting.	
3.	Sets objectives and goals and establishes priorities.	
4.	Recognizes potential problems and needs; takes appropriate preventive action.	
5.	Encourages initiative and improvements in performance by delegating responsibilities effectively to others.	
6.	Suggests and helps initiate new concepts, approaches, and methods to improve programs, operations, and services.	
7.	Assumes responsibility for job duties and remains accountable for projects, job requirements, and outcomes.	
8.	Demonstrates a desire to serve and provides strong customer service to students/faculty/staff and the public.	
Summary:		

MANAGEMENT/ADMINISTRATION		
9.	Demonstrates knowledge to complete the tasks/projects and work activities required by the position.	
10.	Completes assignments timely and effectively; prioritizes tasks and manages time well.	
11.	Submits appropriate paperwork and documentation that is of high quality and that adheres to established deadlines and guidelines.	
12.	Works effectively with others to accomplish common goals and uses both formal and informal methods to improve the productivity of the unit.	
13.	Recognizes employees' accomplishments and addresses performance problems timely and effectively.	
14.	Administers an evaluation system that is understood by those evaluated and is administered in a consistent and effective manner.	
15.	Fulfills committee responsibilities and assignments effectively.	
Summary:		
FISCAL RESPONSIBILITY		
16.	Recommends annual budgets based on realistic assessment of previous year's expenditures and the addition of new initiatives.	
17.	Effectively manages division expenditure of funds: is prudent in the expenditure of funds.	

INSTITUTIONAL EFFECTIVENESS/PLANNING AND EVALUATION		
18.	Demonstrates commitment to institutional effectiveness; provides initiative and leadership in the annual planning and evaluation process.	
19.	Works with colleagues to develop realistic and purposeful goals that improve programs and services.	
20.	Provides effective leadership in the evaluation of programs and services to promote continuous improvement.	
Summary:		

SUMMARY EVALUATION

Effectiveness in the Performance of Duties:

Leadership:

Management/Administration:

Fiscal Responsibility:

Institutional Effectiveness/Planning and Evaluation:

Professional Development/Continuous Improvement:

Effectiveness in Establishing and Maintaining Professional Relationships:

Effectiveness in Maintaining Current Competence:

Adherence to Policies, Procedures, and Regulations:

Narrative:

Overall Evaluation:
