



**MARTIN COMMUNITY COLLEGE  
ADMINISTRATIVE EMPLOYEE  
(SELF)  
PERFORMANCE EVALUATION**

Employee Information:	
<b>Name:</b>	<b>Review Period (year):</b>
<b>Job Title:</b>	<b>Date:</b>
<b>Department:</b>	<b>Supervisor:</b>

Rating:

**A = Exceeds Expectations   B = Meets Expectations   C = Partially Meets Expectations   D = Does Not Meet Expectations   E = Not Applicable**

Staff Evaluation:	Rating:
1. Quantity of work: Consider volume of work produced.	
2. Quality of work: Consider the caliber and character of work produced.	
3. Ability to work with others: Consider the ability to relate to peers and supervisor	
4. Adaptability: Consider ability to adjust to changing conditions and new situations.	
5. Job Knowledge: Consider the level of understanding of job duties and responsibilities.	
6. Initiative: Consider proactive behavior and drive for continuous improvement.	
7. Dependability: Consider how often deadlines are met for given project or duties.	
8. Punctuality: Consider how often an absence or tardiness occurs.	
9. Independence: Consider the level of supervision needed on a daily basis.	
10. Adherence to policy: Consider the understanding of policies, procedures, and the ability to abide by rules.	
11. Judgement: Consider how well judgement is used in routine and unusual situations.	
12. Creativity: Consider how often new ideas are recommended or initiated.	
13. Problem Solving: Consider ability to find solutions to problems.	
14. Institutional Engagement: Consider level of participation in student success and institutional initiatives.	

Administrative Evaluation:	Rating:
15. Establishes clear department goals and objectives.	
16. Establishes a plan to achieve goals and objectives.	
17. Monitors departmental progress in achieving progress in achieving goals and objectives.	
18. Establishes sound department budgets and monitors budgets effectively and proactively.	
19. Involves department in decisions.	
20. Handles personnel matters effectively.	
21. Maintains good working relationships with other divisions and departments in the college.	
22. Encourages department commitment to institutional goals and objectives.	

**Employee Strengths:**

**Employee Challenges/Weaknesses:**

**Overall Rating of Employee:**

Exceeds Expectations

Meets Expectations

Partially Meets Expectations

Does Not Meet Expectations

**Employee Comments:**