

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 7150 Evaluation of Administrative Employees (Classified Administrators, Supervisors, and Educational Administrators)

References: Accreditation Standard 3.3

Evaluation of administrative employees (classified administrators, supervisors, and educational administrators) has as its primary purposes assessment of job performance and improvement of job performance as it relates to the duties and responsibilities of the position and the mission and goals of the District. This process is viewed as continuous and shall include where appropriate, input by faculty, classified staff, and peers.

This evaluation procedure applies to the following classes of administrative and supervisory positions and any others classes that are created.

Vice President
Assistant or Associate Vice President
Dean
Assistant Dean
Executive Director
Director
Manager
Supervisor

Six (6) Month Performance Appraisal for New Administrative Employees

During the first year of employment all new management employees will be evaluated no later than the end of the sixth (6th) month using the Administrator Performance Appraisal Form (Appendix F).

Annual Performance Evaluations for Administrative Employees

For new management employees a comprehensive, annual performance evaluation will be completed in each of the first two years. After the second year of employment a comprehensive, annual evaluation will be completed every three years (years 5, 8, etc.). However, goals and assessment of goals will occur every year of employment. The comprehensive performance evaluation shall include the following components (all appendices are available in the Office of Human Resources and Equal Employment Opportunity).

1. Summary of management employee performance evaluation (Appendix A)
2. Self evaluation of performance (see Appendix B)
3. Development of 3 goals for subsequent year (see Appendix C)
4. Co-worker assessment (see Appendix D)
5. Supervisor's evaluation of performance (see Appendix E)

In implementing the co-worker assessment, the employee will submit to the supervisor a list of not less than 10, but not more than 15 co-workers who can provide feedback on the

employee's performance. The list of co-workers will include faculty, classified staff, and peers. The immediate supervisor will approve the list and can make changes to the list.

The evaluation report shall present a total impression of the employee's performance and shall be the basis for strengthening and improving the employee's performance. The evaluation report will form the basis for recommending continued employment and recommending advancement on the salary schedule.

The supervisor shall provide a copy of, review, and discuss the evaluation report with the employee. The evaluation is to be completed and submitted to the superintendent/president by June 30 of each year in which an evaluation is being conducted.

In the event that a management employee is hired into a different management position, the employee will be treated as a new manager in regards to the performance evaluation process.

The employee's evaluation shall be coordinated and written by the immediate supervisor and requires the approval of the superintendent/president.

The superintendent/president may initiate an employee evaluation at any time. The scope and process for this evaluation shall be determined by the superintendent/president.

See Board Policy 7150

Superintendent/President Approval Date: March 22, 2013; Revised: May 14, 2018



Educational Administrator
Manager
Classified
Supervisor

SUMMARY OF MANAGEMENT EMPLOYEE EVALUATION

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Name of Employee Date

Position Title

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Evaluation Components (attach):

| EVALUATION COMPONENTS | EVALUATION PERIOD |
|-------------------------------------------------|-------------------|
| Self-Evaluation | First Year |
| Goals and Goals Assessment | Second Year |
| Co-worker Assessment | _____ |
| Supervisor's Evaluation of Performance _____ | |

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Salary Schedule Step Increase Recommended (provided employee is not already at the last step of the salary schedule)

Signature of Immediate Supervisor Date

Signature of Vice President Date

=====

Signature of Superintendent/President Date

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Employee: *I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand that my signature does not necessarily indicate agreement. I also understand that this report will be placed in my personnel file within 10 days of the date of my signature and that I can respond in writing to any derogatory material in this report and that my response will be attached to this report.*

Employee's Signature Date



MANAGEMENT PERFORMANCE SELF-EVALUATION FORM (EMPLOYEE COMPLETES)

Employee _____ Position Title _____

Rating Period: From _____ to _____ Length of Time in Position _____

Evaluator _____ Position Title _____

MANAGEMENT COMPETENCIES

1. *Overall Job Performance* (including, but not limited to: knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, utilization of fiscal and personnel resources) Note: If the manager has direct responsibility for student learning, include consideration of how the manager uses the results of the assessment of learning outcomes to improve teaching and learning.

Strengths and Accomplishments/Specific Growth Desired:

2. *Working Relationships / Human Relations* (including, but not limited to: staff relationships, professional response to clients, promoting interdepartmental cooperation, open and honest communication, maintaining a positive climate and reputation, community/client relationships, appreciation for a diverse and talented workforce, interest in people, sensitive to needs of others, accessible to others)

Strengths and Accomplishments/Specific Growth Desired:

3. *Communications* (including, but not limited to: clear verbal and written communicator, timely with communications, good listener, consistent follow-up)

Strengths and Accomplishments/Specific Growth Desired:

4. *Personal Characteristics* (attitude, commitment, perseverance, integrity, dependability, punctuality, professional and personal appearance)

Strengths and Accomplishments/Specific Growth Desired:

5. *Leadership* (including, but not limited to: clarity of direction, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, delegates effectively, works effectively within the participatory governance process, community and public service involvement)

Strengths and Accomplishments/Specific Growth Desired:

6. *Goals - Assessment of Progress* (complete section "Employee's Assessment of Goal Achievement" on forms completed last year)

7. *Co-worker assessment* (provide an analysis of the results from the co-worker assessment instrument)
Commendations/Recommendations:

Evaluator's Comments:

Employee's Signature

Evaluator's Signature

Date

Date



MANAGEMENT ANNUAL PLANNING AND REVIEW OF GOALS

Employee _____ Position Title _____

Goal Period: From _____ to _____ Department _____

Evaluator _____ Position Title _____

A minimum of 3 goals must be identified. Use one form for each goal.

Statement of Goal:

Tasks to Accomplish the Goal and Timeline for Completing:

Achievement Criteria (how will achievement of the goal be determined):

Employee's Signature

Evaluator's Signature

Date

Date

Evaluator's Assessment of Goal Achievement:

Employee's Assessment of Goal Achievement:

Employee's Signature

Date

Evaluator's Signature

Date



HARTNELLCOLLEGE

Management/supervisor Performance Assessment

Instructions

You have been selected to offer feedback on _____, by completing the following survey. Your responses will be compiled with feedback from several other employees and therefore, will be anonymous. If you are unable to rate an item due to insufficient information or experience, be sure to mark N/A (Not Applicable). Your responses will be completely secure and anonymous through Verisign SSL encryption. This information will be used as part of the evaluation process for this employee. After the rated survey items you will have an opportunity to provide open-ended responses. Just click the done button at the end when you are ready to submit your responses.

Please complete this short survey by 5pm, June 12. The survey will be unavailable after this time. Thank you for participating in this evaluation survey.



HARTNELL COLLEGE

Management/supervisor Performance Assessment

OVERALL JOB PERFORMANCE

1. Overall Job Performance

| | Outstanding | Exceeds Expectations | Meets Expectations | *Needs improvement | *Below Minimal Standards | N/A |
|-----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| Knowledge | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Planning and organization | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Thoroughness | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Decision-making | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Problem solving | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Creativity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Initiative | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Utilization of fiscal and personnel resources | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

*If rating in these categories, you must provide an example.



Management/supervisor Performance Assessment

WORKING RELATIONSHIPS

2. Working Relationships/Human Relations

| | Outstanding | Exceeds Expectations | Meets Expectations | *Needs Improvement | *Below Minimal Standards | N/A |
|---------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| Staff relationships | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates open and honest communication | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintains a positive climate and reputation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Community/client relationships | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates sensitivity to and appreciation of a diverse workforce | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sensitive to needs of others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accessible to others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

*If rating in these categories, you must provide an example.

3. Communications

| | Outstanding | Exceeds Expectations | Meets Expectations | *Needs Improvement | *Below Minimal Standards | N/A |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| Clear verbal and written communicator | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Timely with communications | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Good listener | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Consistent follow-up | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

*If rating in these categories, you must provide an example.

4. Personal Characteristics

| | Outstanding | Exceeds Expectations | Meets Expectations | *Needs Improvement | *Below Minimal Standards | N/A |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| Attitude | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Commitment | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Perserverance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Integrity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dependability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Professional and personal appearance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

*If rating in these categories, you must provide an example.

5. Leadership

| | Oustanding | Exceeds Expectations | Meets Expectations | *Needs Improvement | *Below Minimal Standards | N/A |
|----------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| Clarity of direction | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Utilizes available data and resources in decision making | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Implements and manages change | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gives and earns respect | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Delegates effectively | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Works effectively within the shared governance process | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Community and public service involvement | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

*If rating in these categories, you must provide an example.

6. Areas of greatest strengths

7. Areas in which improvement is needed

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question 'Areas in which improvement is needed'. The box is currently blank.



MANAGEMENT PERFORMANCE EVALUATION FORM (SUPERVISOR COMPLETES)

Employee _____ Position Title _____

Rating Period: From _____ to _____ Length of Time in Position _____

Evaluator _____ Position Title _____

MANAGEMENT COMPETENCIES

1. *Overall Job Performance* (including, but not limited to: knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, utilization of fiscal and personnel resources) Note: If the manager has direct responsibility for student learning, include consideration of how the manager uses the results of the assessment of learning outcomes to improve teaching and learning.

Commendations/Recommendations:

2. *Working Relationships / Human Relations* (including, but not limited to: staff relationships, professional response to clients, promoting interdepartmental cooperation, open and honest communication, maintaining a positive climate and reputation, community/client relationships, appreciation for a diverse and talented workforce, interest in people, sensitive to needs of others, accessible to others)

Commendations/Recommendations:

3. *Communications* (including, but not limited to: clear verbal and written communicator, timely with communications, good listener, consistent follow-up)

Commendations/Recommendations:

4. *Personal Characteristics* (including, but not limited to: attitude, commitment, perseverance, integrity, punctuality, professional and personal appearance)

Commendations/Recommendations:

5. *Leadership* (including, but not limited to: clarity of direction, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, delegates effectively, works effectively within the shared governance process, community and public service involvement)
Commendations/Recommendations:

6. *Goals - Assessment of Progress* (complete section "Evaluator's Assessment of Goal Achievement" on forms completed last year)

7. *Co-worker assessments*
Commendations/Recommendations:

Employee's Comments:

Employee's Signature

Evaluator's Signature

Date

Date



HARTNELL COLLEGE

ADMINISTRATOR PERFORMANCE APPRAISAL 6 MONTH

| | | | |
|------------------------------|--|--------------------------|--|
| Employee Name: | | Position: | |
| District Hire Date: | | Date in Position: | |
| Immediate Supervisor: | | Position: | |

The rating categories are:

1. Performance deficient and requires immediate improvement
2. Improvement needed for performance to meet expected standards
3. Performance meets requirements set forth in job description (expected standards)
4. Performance exceeds expected standards

| 1 | 2 | 3 | 4 | PERFORMANCE FACTORS | FOR RATINGS OF 1 OR 2, LIST IMPROVEMENTS TO BE DEMONSTRATED BY ANNUAL COMPREHENSIVE EVALUATION. Attach additional sheets if necessary. |
|---|---|---|---|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | 1. QUALITY OF WORK: Consider extent to which completed work is accurate, well organized, thorough, effective. | |
| | | | | 2. QUANTITY OF WORK: Consider the amount and timeliness of acceptable work produced. | |

| | | | | |
|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <p>3. WORKING RELATIONSHIPS: Consider extent to which the employee recognizes the needs and desires of other people, treats others with respect and courtesy.</p> <ul style="list-style-type: none">a. studentsb. co-workersc. the publicd. supervisors | |
| | | | <p>4. WORKING ATTITUDES: Consider extent to which the employee learns and applies new ideas and technology, demonstrates interest and initiative and accepts job responsibilities.</p> | |
| | | | <p>5. ORGANIZATIONAL AND TEAM RELATIONSHIPS: Consider extent to which employee:</p> <ul style="list-style-type: none">a. accepts constructive criticism and feedback;b. keeps supervisor and co-workers advised of problems, ideas or decisions;c. provides information and assistance to others. | |

| | | | | |
|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <p>6. WORK HABITS: Consider how the employee:</p> <ul style="list-style-type: none"> a. effectively organizes work. b. uses good judgment in analyzing work situations. c. follows policies and procedures. d. uses safe work procedures. e. uses and cares for equipment and materials. f. dresses appropriately for position, maintains neat and clean appearance. | |
| | | | <p>7. ATTENDANCE: Consider unexcused absences; excessive absences (i.e., consistent use of credits as soon as they are earned); absences without sufficient notice; tardiness and pattern absences.</p> | |

Immediate Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Immediate Supervisor: Please return the completed evaluation with signatures to the HR Office and provide a copy to the Employee.