

IMPERIAL VALLEY COLLEGE

Administration Appraisal Form

Name

Date

Position

Evaluator

Rating Categories: A Excellent B Good C Satisfactory D Needs Improvement E Unsatisfactory

Please place an (x) in the appropriate place using the rating category.

Administrative Practices

A B C D E

| | | | | | |
|--|--|--|--|--|--|
| 1. Effectively organizes Administrative Areas | | | | | |
| 2. Effectively delegates duties, responsibilities and functions to others. | | | | | |
| 3. Handles office matters efficiently (i.e. keeping records and reports, appointments, calendar for meetings). | | | | | |
| 4. Defines duties and manages budget efficiently. | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 8. Develops and maintains high level of morale among staff members | | | | | |
| 9. Displays evidence of sound judgment. | | | | | |
| 10. Implements personnel practices wisely and in conjunction with affirmative action and equal employment opportunity guidelines. | | | | | |
| 11. Plans projects that are of long-range-significance. | | | | | |
| 12. Positively interprets the objectives of the college to the community at large | | | | | |

Comments:

Supervisory Practices

A B C D E

Staff Relationships

A B C D E

1. Gains respect of associates.

| A | B | C | D | E |
|---|---|---|---|---|
| | | | | |

