The Cerritos College Management evaluation process fosters and supports management excellence and promotes planning for successful administration of the college. The Management Evaluation process consists of four parts:

- Establishment of goals
- Feedback information every third year
- Self-Evaluation including the assessment of progress towards goals
- Supervisor's evaluation

**Establishment of Goals**

Setting goals is an interactive process. The establishment of goals by a manager and his/her supervisor is an essential tool for successful and effective planning for the individual and the institution.

Goals should address the manager's roles and responsibilities in meeting well-defined or measurable results. Whenever possible, the goals should include deadlines and identify necessary resources.

The Board of Trustees establishes goals for the College through the College’s Strategic Plan. Each manager’s goals should contribute toward achieving these same goals.

Managers will also establish professional development goals to enhance their knowledge and skills. These goals should include activities that will maintain currency and support and improve job performance.

The number of goals established will vary depending on the scope of the manager's assignment. Goals should be meaningful to both the individual and the institution and should move the institution forward in its development.

**Feedback Survey Information**

Once every three years, a manager and his/her supervisor will agree upon a list of eight individuals who will receive surveys to provide feedback on the manager’s performance. Feedback may be sought from managers, staff, faculty, students and/or members of the community who have worked with the manager on a project or in the administration of the assigned area. Feedback surveys, which will be completed anonymously, will be distributed by Human Resources and returned to Human Resources for processing. The supervisor will receive two copies of the feedback summary and will present a copy of the feedback summary to the manager during the evaluation meeting.
Feedback surveys and summaries will not become part of the evaluation and will not be included in the evaluatee’s personnel file. Feedback surveys and summaries will be deemed a Class III record and will be retained in the Human Resources Office for a period of three years or until feedback surveys from the subsequent evaluation are received.

Self-Evaluation

The self-evaluation will consist of:

• a written evaluation of the manager’s progress in meeting the previous year’s goals,
• a Management Evaluation form completed by the evaluatee, and
• a list of suggested goals for the upcoming year.

The manager will complete this self-evaluation and provide it to the supervisor not later than December 15th.

Supervisor’s Evaluation

Each manager will annually receive an evaluation by his/her supervisor. The supervisor will complete the manager’s evaluation considering:

• the supervisor’s observations and appraisal of the manager’s self-evaluation,
• the supervisor’s observations and appraisal of the manager’s performance during the evaluation period,
• the supervisor’s suggested goals for the manager in the upcoming year, and
• in appropriate years, the feedback summary.

The supervisor will complete the College’s Management Evaluation Forms (Management Evaluation Forms --Performance Expectations and Goals). The supervisor will then meet with the manager to discuss these forms and the feedback summary. The forms may be signed and the evaluation completed at this meeting. If the supervisor determines that changes and/or adjustments are needed at this meeting, those changes will be made and the supervisor will determine whether there is a need for an additional meeting. The completed forms will be considered the manager’s annual evaluation and will be placed in the manager’s personnel file. This evaluation process should be completed no later than February 15th.

The manager will have the right to make written comments to her/his evaluation and submit such comments to the Human Resources Office within ten (10) working days of the date on which she/he receives the evaluation. Such comments will be attached to the evaluation and will become part of that evaluation.