

**CERRITOS COLLEGE
MANAGEMENT EVALUATION FORM
(PERFORMANCE EXPECTATIONS)**

Employee Name:
Job Title:
Division/Dept.:

Evaluation Period
From: January 1, _____
To: December 31, _____

NOTE: Comments are required for all ratings other than “meets expectations.”

1. **Planning and Organization** – *Develops achievable goals. Sets logical and effective courses of action. Makes efficient use of resources.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

2. **Leadership Qualities** – *Inspires confidence, respect, enthusiasm, and cooperation. Performs duties and responsibilities with integrity and professional standards. Makes honest, ethical and objective decisions and does not promote hidden agendas.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

3. **Time Management Skills** – *Meets deadlines. Punctual in attendance at meetings and appointments. Maintains a consistent work schedule which allows for efficient production and accessibility for consultation and appointments. Willing to adjust schedule to meet the demands of the area of responsibility.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

Management Evaluation Form (Performance Expectations), p. 2

January 1, _____
 December 31, _____

Employee: _____

4. **Supervisory Skills** – *Fosters a consistent, productive work environment; builds morale; counsels, guides, and evaluates staff based on performance. Motivates staff to excel. Delegates and assigns tasks appropriately. Listens to and considers the points of view of others in establishing supervisory practices. Provides opportunities for staff training and professional growth activities. Completes evaluations of assigned staff in a timely manner.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

5. **Oral and Written Communications** – *Delivers clear, accurate, and informative presentations. Prepares accurate, clear, and concise written communications. Responds promptly to requests for information and assistance.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

6. **Budgeting** – *Prepares accurate budget projections, effectively monitors allocated budget, does not exceed budget allocation, and makes effective use of allocated resources.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

7. **Judgment/Decision Making** – *Analyzes situations and data and makes appropriate decisions. Exercises foresight and critical thinking. Demonstrates objectivity, flexibility, and resourcefulness. Relates decisions, activities, and goals to the mission, the philosophy, and the goals of the institution.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

Management Evaluation Form (Performance Expectations), p. 3

January 1, _____
December 31, _____

Employee: _____

8. **Initiative** – *Self-motivated. Able to work independently. Anticipates the needs of the assignment. Able to see and present alternate solutions and courses of action. Willingly accepts new assignments and tasks.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

9. **Creativity** – *Develops and implements new ideas and methods when appropriate. Approaches challenges as opportunities and presents options for problem-solving.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

10. **Attitude** – *Committed to college goals and philosophy. Works cooperatively and collaboratively with managers, faculty, staff, and students in situations calling for teamwork. Positively represents the unit and college to both the internal and external communities. Receptive to constructive criticism and works to correct deficiencies.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

11. **Sensitivity to Campus Diversity** – *Follows institutional employment policies and procedures. Sensitive to issues of diversity involving college employees, and the campus community.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

Management Evaluation Form (Performance Expectations), p. 4

January 1, _____

Employee: _____

December 31, _____

12. **Knowledge and Experience** – *Knows and follows institutional policies and procedures. Solves problems effectively. Works to keep abreast of current trends and ideas in assigned area. Professional development goals reflect recognition of areas for growth and development.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

13. **Inclusiveness** – *Develops, utilizes and promotes the talents of co-workers and team members. Listens to, considers and respects the views of others and provides constructive feedback. Provides opportunities for assigned staff to participate in decision-making. Participates in the shared governance process.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

14. **Collaboration with Groups Outside Assigned Area** – *Attends and/or participates in college committees and functions, activities and events and shows support for college life. Establishes working relationships with groups outside assigned area.*

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

15. **Overall Rating**

Unable to Evaluate	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations

Comments:

Management Evaluation Form (Performance Expectations), p. 5

January 1, _____
December 31, _____

Employee: _____

Type of Evaluation:

Probationary _____ Annual _____ Special _____

My signature acknowledges that I have read and discussed this evaluation with my supervisor and that we have reviewed the progress toward the previous year's goals and adopted goals for the next evaluation period, as attached.

I understand my evaluation will be placed in my District personnel file. I have the right to submit written comments within ten (10) workdays and such written comments will be attached to this evaluation for inclusion in my District personnel file.

SIGNATURES:

Employee Manager: _____

Date: _____

Job Title: _____

Division/Dept. _____

Evaluator: _____

Date: _____

Job Title: _____

Division/Dept.: _____