

MANAGEMENT EVALUATION FORM

Manager Evaluated	Title
Evaluator	Title

- A. INSTRUCTIONS: Definitions for performance level degrees:
5. Performance is exceptional. Meets definition as stated in #4 but has also demonstrated outstanding success in meeting a specific mission of the district. (Appraisal Factor #5 requires justification comments – see Section C)
 4. Performance is above average, showing consistent and important contributions which exceed expectations in this position.
 3. Performance shows satisfactory attainment of the principle objectives expected in this position.
 2. Performance has not reached a satisfactory level and is below average because of a specific deficiency.
 1. Performance shows more than one deficiency which seriously interferes with the attainment of the expected objectives of the position. (Appraisal Factor #1 requires justification comments – see Section C)

B. PERFORMANCE CRITERIA	PERFORMANCE LEVEL				
	1	2	3	4	5
1 Demonstrates effective time management					
2 Demonstrates decisiveness with good judgment					
3 Demonstrates professional growth					
4 Demonstrates effective working relationships with peers, subordinates and supervisors					
5 Demonstrates effective leadership qualities					
6 Demonstrates ability to function as a team member					
7 Takes initiative in accomplishing organizational goals					
8 Demonstrates creativity in problem solving					
9 Promotes effective use of fiscal resources					
10 Completes administrative assignments on time					
11 Demonstrates integrity					

Overall Evaluation (Circle One):

- Exceptional
- Above Average
- Satisfactory
- Less Than Satisfactory
- Deficient

C. PERFORMANCE LEVELS 1 AND 5 REQUIRE JUSTIFICATION COMMENTS:

Attach additional sheets if necessary

D. PLEASE IDENTIFY ANY UNIQUE CONDITIONS that existed which influenced the evaluation of the management employee, such as “being a new employee” or “on an unusual assignment.

E. PLEASE COMMENT ON THE MANAGER’S COMMUNITY INVOLVEMENT relative to District interests, if appropriate

F. EVALUATOR’S CERTIFICATION

Evaluator’s Signature	Title	Date

G. I have discussed this report with my supervisor and have received a copy of it. I understand that my signature does not necessarily indicate that I am in agreement with the rating but is merely and acknowledgement that the discussion has taken place.

Employee’s Signature	Title	Date Signed
Signature of “Next Level” Manager	Title	Date

Management employees may, within ten (10) workdays of receipt of this Evaluation, submit a written response to the Evaluation. Response is to submitted to the employee’s immediate supervisor and shall be included with Evaluation when Appeal is desired and also shall be attached to the Evaluation and maintained in the office of record*

H. Appeal of Evaluation Desired: Yes: No:

I. Appealed Evaluation was reviewed and discussed with employee:

Signature of "Next Level" Manager	Title	Date

*1 copy maintained by Vice Chancellor/President
1 copy to employee

MANAGEMENT FEEDBACK SURVEY PROCEDURES

1. All managers who are scheduled for evaluation this year will utilize the Management Feedback Survey. By **November 1**, the Human Resources Department will provide to each member of the Chancellor's Cabinet a list of managers scheduled for evaluation.
2. By **November 30**, each manager who is utilizing the Management Feedback Survey will develop, in collaboration with their supervising manager, a list of persons who are to be surveyed that includes names, titles, and addresses.
 - a. The list will include all contract personnel who report to the manager and the manager's peers.
 - b. The list may also include hourly personnel, members of outside agencies with whom the manager works, and other personnel in the District, as appropriate and as determined by the manager and their supervisor.
3. The list (in hard copy and digital formats) will be sent to the manager's supervisor who will forward it to the individual designated in Human Resources.
4. An outside firm will be used to handle the collection of surveys. That firm will maintain all aspects of the survey process in the strictest of confidence.
5. Human Resources will compile the information for distribution and collection of the surveys using an electronic survey provider.
6. The surveys will be distributed through the District's electronic survey provider the third week of the spring semester. Survey responses will be collected anonymously through the electronic survey provider within two (2) weeks. The outside consultant, through the anonymous electronic feedback surveys, will process the results using the electronic survey provider.
7. The results of the survey instrument are confidential and will be reported via email only to the manager who is the subject of the feedback and the supervisor who is evaluating the manager. The results of the survey will be considered in the context of the manager's assignment.
8. The results of the survey will be reported in this way:
 - a. A listing of the number of responses in each column for each statement, and
 - b. A transcription of any comments submitted.
9. The results of the survey will supplement the management appraisal process and will be used to inform the process but may not be used as the sole basis for the evaluation of a manager.

SDCCD Management Feedback Survey

Please review the following statements and indicate how they apply, in general, to the manager named below based on your experience in working with this manager. If you have insufficient knowledge of the manager’s performance with regard to any of the statements below, please mark the column titled “Don’t Know” for that particular statement. If any statement is not applicable to the manager’s assignment, please mark the column titled “Not Applicable” for that particular statement.

Manager: _____ Title: _____

Your position (optional):

Classified Staff Faculty Supervisory Management Outside Agency Other

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
1. Takes responsibility for their decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Encourages faculty/staff leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Supports institutional excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Supports the institutional mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates personal integrity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is respectful to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is accessible to faculty/staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Motivates others to do their best.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Promotes teamwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provides the support necessary to accomplish assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Supports professional growth for faculty/staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Gives recognition for a job well done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Responds to faculty/staff questions and/or concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|-----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 14. | Demonstrates initiative in solving problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Makes timely decisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Effectively communicates goals and directions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Supports the shared governance process and is willing to consider other points of view. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Fairly implements policies, procedures, bargaining agreements and applicable laws. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Utilizes budget and other institutional resources effectively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Considers demographics, student learning and enrollment patterns in decisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Has the requisite expertise for this position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Overall, is an effective manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please return this survey in the envelope provided.

Please comment on any statements you agree or strongly agree with.

Please comment on any statements you disagree or strongly disagree with, providing examples and/or recommendations for changes, as needed.

Other comments:
