

## ADMINISTRATOR/DIRECTOR EVALUATION

Employee Name	Position Title	Dept. or Unit	Date of Hire

Check One:  Probationary Evaluation  Other Evaluation  
 Regular Annual Evaluation  Self Evaluation for Regular Annual Eval.

**Key to Ratings:**

***E = Exceed Expectations***

- Frequently exceeds established expectations or standards
- Often demonstrates initiative and responsibility
- Masters and carries out all phases of job responsibility with minimum supervision
- Performs at a consistently high level

***M = Meets Expectations***

- Generally meets and occasionally exceeds expectations or standards
- Performs reliably and requires only normal supervision and follow-up
- Possesses and fully utilizes knowledge, skills and ability to meet the responsibilities of the position held

***N = Needs Improvement***

- Performs somewhat below the completely satisfactory level
- Does not full meet established expectations or standards and often requires close supervision and corrective action
- Fails to use knowledge, skills and ability to meet job responsibilities

***U = Unsatisfactory***

- Performs at an unacceptable level; poor performance has an adverse effect on the department's operations, other employees, and/or citizens
- Consistently fails to meet expectations or fulfill job responsibilities
- NOTE: This rating should only be used in those cases where efforts to develop the employee have been made and have proved unsuccessful

**I. AREAS TO BE EVALUATED (see key above)**

**1. MANAGEMENT SKILLS** - The administrator/director utilizes other staff effectively through appropriate leadership and motivational skills.

Rating: **E M N U** (circle one)

**Comment:**

**2. ORGANIZATION & WORKLOAD** – The administrator/director effectively uses staff available to handle all workload demands.

Rating: **E M N U** (circle one)

**Comment:**

**3. JOB KNOWLEDGE** – The administrator/director has a thorough understanding of all job responsibilities and strives to improve the effectiveness of his/her unit.

Rating: **E M N U** (circle one)

**Comment:**

**4. JUDGEMENT AND DECISION MAKING** – Consistently able to properly evaluate options and make sound and timely decisions.

Rating: **E M N U** (circle one)

**Comment:**

**5. COMMUNICATION SKILLS** – Clearly and effectively expresses thoughts to others both in verbal and written form. Listens and hears what others contribute.

Rating: **E M N U** (circle one)

**Comment:**

**6. COACHING AND STAFF** – Develops with individual staff, performance goals and provides frequent feedback on performance.

Rating: **E M N U** (circle one)

<i>Comment:</i>	
<b>7. RESOURCE UTILIZATION</b> – Able to successfully accomplish the unit’s mission by effectively managing budget and personnel available.	
	Rating: <b>E M N U</b> (circle one)
<i>Comment:</i>	
<b>8. SUMMARY OF PERFORMANCE</b> – An overall rating of the manager’s/department head’s performance.	
	Rating: <b>E M N U</b> (circle one)
<i>Comment:</i>	
<b>II. GOALS FOR THE UPCOMING YEAR</b>	
As part of a continuing commitment to professional improvements, the following goals are established for the upcoming year.	
<i>Supervisor’s Signature/Date</i>	<i>Employee’s Signature/Date</i>
<i>Employee’s Comments:</i>	