

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



ADMINISTRATOR/PROFESSIONAL EXEMPT EMPLOYEE ASSESSMENT

Administrator/professional exempt employee being assessed _____ Date of assessment _____

Please rate the following statements on a scale of 1 to 5.

1	2	3	4	5	n/a
rarely		usually		consistently	not applicable or do not know

STATEMENT	RATING SCALE (circle one)	COMMENTS
1. This administrator/professional exempt employee is efficient in handling administrative functions such as budgets, contract implementation, etc.	1 2 3 4 5 n/a	
2. When I review this administrator's/professional exempt employee's judgment and the consequences of them, the decisions are sound.	1 2 3 4 5 n/a	
3. The administrator/professional exempt employee is skilled in delegating authority and responsibility to appropriate persons.	1 2 3 4 5 n/a	
4. This administrator/professional exempt employee provides effective leadership.	1 2 3 4 5 n/a	
5. When most of the facts are available and a decision is needed, this administrator/professional exempt employee acts promptly and decisively.	1 2 3 4 5 n/a	
6. This administrator/professional exempt employee utilizes participatory management skills effectively.	1 2 3 4 5 n/a	
7. This administrator/professional exempt employee demonstrates skill and foresight in planning new programs, forecasting future trends, and preparing for them.	1 2 3 4 5 n/a	
8. This administrator/professional exempt employee works effectively to help faculty/staff improve their skills by identifying appropriate resources and opportunities for staff development.	1 2 3 4 5 n/a	

STATEMENT	RATING SCALE (circle one)	COMMENTS
9. This administrator/professional exempt employee effectively represents the concerns of our division and/or departments.	1 2 3 4 5 n/a	
10. This administrator/professional exempt employee promotes an environment that supports the missions and philosophies of the district and instructional units (cultural diversity, equal opportunity, student success, etc.).	1 2 3 4 5 n/a	
11. This administrator/professional exempt employee facilitates the flow of appropriate information to faculty, staff and students.	1 2 3 4 5 n/a	
12. As a group member or leader, this administrator/professional exempt employee is skillful in helping the group define and solve problems.	1 2 3 4 5 n/a	
13. This administrator/professional exempt employee communicates with clarity. After listening to him/her, I understand his/her meaning.	1 2 3 4 5 n/a	
14. This administrator/professional exempt employee is sensitive to faculty, staff and/or student concerns and feelings.	1 2 3 4 5 n/a	
15. This administrator/professional exempt employee demonstrates ability to mediate and resolve conflicts.	1 2 3 4 5 n/a	
16. This administrator/professional exempt employee is open to new ideas even though he/she may not support every new proposal.	1 2 3 4 5 n/a	
17. This administrator/professional exempt employee is approachable to discuss problems and concerns.	1 2 3 4 5 n/a	
18. This administrator/professional exempt employee utilizes effective listening skills.	1 2 3 4 5 n/a	
19. This administrator/professional exempt professional is honest and sincere. I can rely on his/her word.	1 2 3 4 5 n/a	
20. In response to difficult situations, this administrator/professional exempt employee exhibits professionalism.	1 2 3 4 5 n/a	
21. This administrator/professional exempt employee is fair and impartial.	1 2 3 4 5 n/	

STATEMENT	RATING SCALE (circle one)	COMMENTS
22. This administrator/professional exempt employee takes responsibility for his/her own actions and decisions.	1 2 3 4 5 n/a	
OPTION: As relevant to this employee's responsibilities/evaluation, optional assessment statements can be added below (items 23-25) if jointly agreed upon by the person being assessed and his/her supervisor.		
23.	1 2 3 4 5 n/a	
24.	1 2 3 4 5 n/a	
25.	1 2 3 4 5 n/a	

Strengths this administrator/professional exempt employee demonstrates _____

Areas that this administrator/professional exempt employee could improve upon _____

Name of person completing assessment (optional) _____



ASSESSMENT PROCESS: Administrator/Professional Exempt Employee

PURPOSE

Employee evaluation and performance review is an ongoing process, intended to encourage professional development, recognize outstanding performance, and implement improvement processes related to employee performance when an appropriate need develops. Completion of the assessment form provides an indication of how the employee being assessed is perceived in performing his/her assigned duties and tasks. It is designed to provide a basis for professional growth and promote open and honest communication and team building.

WHO COMPLETES THE ASSESSMENT FORM

In addition to the *formal* assessment completed by the supervisor, the individual being assessed and his/her supervisor mutually agree upon others who will be asked to complete the assessment instrument as a *supplementary* source of information for completion of the assessment process. Human Resources recommends at least five (but no more than 25) individuals be asked to assess an administrator or professional exempt employee's performance. **Evaluators are to include all personnel directly supervised (or directed) by the individual being assessed** (if over 25, randomly select those who will perform the assessment and rotate individuals from assessment period to assessment period). As appropriate, evaluators may also include other co-workers with whom the individual works and has regular, direct contact, and/or peers with whom he/she regularly interacts as a representative of CCS (e.g., committees, professional organizations, community liaisons, etc.).

PROCEDURE: EMPLOYEE BEING ASSESSED

1. Use blank assessment form (attached) to make additional copies for distribution to those, as mutually agreed upon by you and your supervisor, who will complete your evaluation. (First, **add optional assessment statements** [items 23-25 on the form], *if jointly agreed upon by you and your supervisor as relevant to your responsibilities/evaluation.*)
2. Send a cover memo (with an information copy to your supervisor) to those who will be completing the assessment form, directing them to *send it to your supervisor on or before*

(Refer to **Cover Memorandum** sample on the reverse of this page.)

PROCEDURE: SUPERVISOR

(of administrator or professional exempt employee being assessed)

Once the due date on return of the assessment forms has been reached:

1. Compile a **SUMMARY** of all performance assessments received, including any comments, as noted on the completed assessment forms, and an *average* of the ratings for each item (1-22 or 1-25).
(**Note:** Individual completed performance assessment forms received are considered *confidential* and are not to be shared with the person being evaluated. Once the **SUMMARY** of the supplementary assessments is compiled, **discard** the original subordinate/co-worker/peer assessment forms.)
2. **Complete an assessment form** on the administrator or professional exempt employee who is being evaluated (this is the *formal* assessment document which will be placed in the individual's personnel file in the Human Resources Office).
3. **Schedule a meeting** with the administrator or professional exempt employee who is being evaluated on or before _____ to conduct your evaluation and discuss your assessment of his/her performance. In the discussion, include the **SUMMARY** of the assessments submitted by subordinates, co-workers, and/or peers.
4. **Share the results** of your evaluation with the appropriate executive administrator (president, executive vice president, or chancellor/CEO).
5. **Provide** the administrator or professional exempt employee who is being evaluated with a copy of the assessment document (as completed by you and discussed with the employee).
6. **Forward** the original of the *Administrator/Professional Exempt Employee Assessment* form which you have completed and the **SUMMARY** of the assessment forms received from subordinates, co-workers, and/or peers to the vice chancellor for Human Resources for placement in the individual's personnel file (retention period: minimum of three years).

A standardized format for preparation of the performance assessment **SUMMARY** is available on the Intranet.

TIMELINE: Administrator/Professional Exempt Employee Performance Assessment

4th week of October	HRO sends assessment materials to all CCS administrators/professional exempt employees
1st week of November*	CCS administrators/professional exempt employees disseminate materials to those who will evaluate their work performance
By 3rd week of November*	All completed performance assessment forms should be returned to the designated supervisor
By 3rd week of December*	Supervisor to have met with administrators/professional exempt employees he/she supervises to discuss summary of assessments received and conduct evaluation
By 2nd week of January	Supervisor reviews evaluations (if conducted this year) and contract recommendations with executive administrator, who forwards recommendations to chancellor/CEO
3rd week of January	Contract recommendations from chancellor/CEO to vice chancellor for HR
By January 31	Notices of nonrenewal of contract originate from HRO. (Contract renewals for state-funded positions are sent out soon after 1/31. Soft-funded contract renewals are sent out as funding is approved.)

*If this is the year in which the assessment is to occur.

COVER MEMO (sample)

(Each administrator/professional exempt employee being evaluated is to personalize this sample memorandum and send, with a blank performance assessment form, to individuals who will evaluate his/her performance.)

TO:

FROM:

SUBJECT: **Administrator/Professional Exempt Employee Performance Assessment**

Please rate my performance by completing the enclosed assessment instrument. The assessment serves to inform my supervisor and me how I am perceived in performing assigned duties and tasks. It is designed to provide a basis for professional growth and development and promote open and honest communication and team building.

Completion of this instrument is not mandatory, but is strongly encouraged. Your participation is needed to provide a complete and accurate picture of my job performance from the perspective of those whom I supervise or direct, or others with whom I relate and interact on a regular basis.

Assessments completed by subordinates, co-workers, and/or peers provide but one supplementary source of information used by my supervisor in my formal assessment. My supervisor will compile a summary (without the use of names) of all such assessments received, discarding the originals once the summary has been completed. This summary document will be shared and discussed with me at the time of my evaluation and then placed in my personnel file in the HRO.

When you have completed the assessment, please return the completed form to my supervisor, _____, by no later than _____.

Thank you for your participation in this assessment process.

Enc.

c: (your supervisor)