

ROGUE COMMUNITY COLLEGE - MANAGEMENT EVALUATION FORM

Employee Name: _____ Position: _____

Evaluator: _____ Date: _____

SECTION A: TRAITS ANALYSIS (Check rating each category, add comments, where needed. O.K. to attach additional sheet.)	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
1. Job Knowledge: Extent of professional knowledge and practical know-how related to job.				
2. Judgment: Ability to obtain and analyze facts; apply good judgment.				
3. Organizing Ability: Effectiveness in planning work of self and staff.				
4. Attitude: Enthusiasm shown for job; loyalty; ability to accept criticism and changes in procedures.				
5. Dependability: Reliability in carrying out assignments effectively.				
6. Creativity: Imaginative; ability to develop new plans, ideas, etc.				
7. Human Relations: Ability to get along with others; tact; diplomacy; ability to lead and influence people.				
8. Delegation: Ability to assign and coordinate distribution of workload and responsibility to others.				

9. Leadership: Ability to stimulate staff to perform jobs effectively.				
10. Personal Efficiency: Speed and effectiveness in carrying out duties not assigned to others.				

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11. Communication: Effective articulation with college employees, and district citizens.				
12. Relations with Community: Demonstrates awareness of Needs, and participates in community activities.				
13. Professional Roles: Active in local and other professional activities and organizations.				
14. Composite for Position: Performance level compared to expectation of excellence.				

SECTION B: Accomplishments and Areas of Needed Improvement (Performance)

1. Accomplishments related to individual and institutional objectives:

2. Areas of needed improvement:

SECTION C: Plan for Improvement/Growth:

Employee's Signature:_____ **Date:**_____

Supervisor's Signature:_____ **Date:**_____

President's Signature:_____ **Date:**_____