CR COLLEGE OF THE REDWOODS

Administrator/Manager
Self-Evaluation Form
Formal Evaluation

Administrator/Manager: _____

Evaluation Period: _____

Comment on the following areas regarding your performance over the past three (3) years:

Leadership -
- Handling problems judiciously
- Ensuring decisions are reached on the basis of adequate and appropriate data
- Creating a positive work environment to promote high morale
- Utilizing assigned resources optimally
- Possessing appropriate skills to perform assigned duties
- Motivating subordinates to strive for excellence

Comments:

Problem Solving –
- Exercising good judgment in decision making
- Knowing own limitations and seeking guidance when needed
- Foreseeing and evaluating impact of decisions
- Making decisions based upon sound research and appropriate staff input

Comments:

Fiscal Responsibility –

- Developing budgetary priorities with consideration given to program needs
- Monitoring expenditures and making judicious expenditure decisions
- Involving staff in developing fiscal priorities
- Maintaining appropriate records and following established procedures

Comments:

Interpersonal and Communication Skills –

- Maintaining an atmosphere of sincerity, cooperation, and fairness in all matters
- Delegating appropriate responsibility and authority
- Relating well with others
- Providing prompt response/action to queries and requests for assistance
- Recognizing staff accomplishments appropriately
- Fostering openness by encouraging two-way communication
- Demonstrating necessary verbal and written communication skills

Comments:

Contribution to the overall goals of the department/institution –

- Contributing to the goals of the department/institution

Comments:

Professional Development –
- Participating in college-wide activities, administrative improvement opportunities, and professional organizations
- Establishing good professional relationships with appropriate campus groups, organizations, and committees.
- Demonstrating a personal commitment to the College beyond assigned responsibilities

Comments:

_____   _____
Administrator/Manager   Date