 **Probationary Administrator Performance Review Form**

 **Select Applicable Review:** [ ] 6 Month Review [ ] 12 Month Review [ ] 18 Month Review [ ] Ad Hoc

| **Employee's Name**  |  |
| --- | --- |
| **Employee's Banner ID**  |  |
| **Employee's Job Title**  |  |
| **Supervisor’s Name**  |  |
| **Date of Evaluation Meeting**  |  |

**Definitions of Rating Categories**

**Highly Effective – Has command of these skills and models the desired behaviors to others**

**Effective – Possesses these skills and utilizes them consistently**

**Developing – Possesses these skills, but they are utilized inconsistently and/or ineffectively**[ ]

**Opportunity for Improvement – These skills are not yet possessed**

**Instructions:** Employee completes self-evaluation by checking the appropriate box under “Self” below. When self-evaluation is complete, Employee must forward the completed document to the Supervisor, who completes the evaluation by checking the appropriate box under “Supv” below. The Employee and Supervisor then meet to review and discuss the evaluation. **Each item marked “Needs Improvement” or “Unsatisfactory” must have comments and a plan to address the deficiency. If your comments exceed the visible field, you will need to attach a separate document with the complete comments. Comments that are not visible on the form will not print.**

| **Task**  | **Self- Evaluation**  | **Supervisor** **Evaluation**  | **Comments**  |
| --- | --- | --- | --- |
| **Job Knowledge/Goals (Top 5 Items)** 1.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| 2.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| 3.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| 4.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| 5.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Leadership and Supervision Skills** Helps staff grow professionally. Gives constructive feedback. Recognizes and rewards appropriately. Timely completes all performance reviews.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Communication Skills** Effectively listens. Effective oral and written communication. Seeks and considers others’ ideas on issues that affect them. Crates atmosphere for open and honest dialogue.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Interpersonal Relationships** Accessible and responsive to others. Handles confidential information. Appropriate follow-up. Positive attitude.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Critical Thinking/Problem Solving** Produces creative, innovative, workable solutions in a timely manner. Seeks input.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Budget/Data Driven Decision** **Making Skills** Fiscally responsible leader. Understands and completes budget process in a timely manner. Collects, analyzes, and utilizes data for decisions. Follows through in a timely manner.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Diversity and Community** Practices respect for students, staff, and community.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Personal Skills** Understands and manages self in professional manner. Willing to learn. Encourages a balance for self and others (supports wellness). Models accountability and integrity.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Technology** Understands and manages technology in a professional manner. Uses technology where appropriate to improve effectiveness, efficiency, and/or productivity.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Facilitation** Stimulates group effort and teamwork toward achieving objectives. Spends required time informally teaching department staff. Leads meetings effectively.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Values** Contributes to an environment that promotes LCC values. Effectively links mission, vision, values to department work.  | Select one: Choose an item | Select one: Choose an item | Comments:  |
| **Overall Performance** \*Completed by Supervisor only |  | Select one: Choose an item | Comments:  |

Are additional Supervisor comments attached? Are additional Employee comments attached?

**\*Print to sign**

Employee Signature: Date:

Supervisor Signature: Date:

Next Level Supervisor Signature: Date:

**Please provide completed, signed copies to Employee, Supervisor, and Next Level Supervisor. Send original to Human Resources for placement in Employee’s official employment file.**