



AMERICAN SAMOA COMMUNITY COLLEGE
ADMINISTRATOR PERFORMANCE EVALUATION FORM

Name _____ Employee ID No. _____ Current GS/Step _____

Position Title _____ Division _____

Type of for Evaluation ☐ Annual Evaluation ☐ Probationary Evaluation ☐ Special Evaluation
Performance Period _____

Directions: Supervisor and employee will use this form to evaluate the performance of the employee for the period indicated. The rating system below shall be used by the supervisor in rating/ranking performance pertaining to employee's skills, knowledge and abilities in carrying out duties of position for performance period. The five point Likert scale applies:

1-Unsatisfactory *¹, 2 Needs Improvement, 3 Satisfactory, 4 Above Average, 5 Exceptional *²,

This form must be returned to the Office of Human Resources by _(performance evaluation due date_). If the form is not received by this date, employee rating may default to Satisfactory.

A. Leadership Responsibilities

1. Supports the Mission of the College
2. Establishes goals/objectives of division that support College's mission
3. Implements and assesses progress of goals/objectives via divisional plans, or other reports
4. Uses annual evaluation results to improve division and or leadership capabilities
5. Demonstrates effective problem solving and decision making techniques
6. Involves staff and/or faculty members in the decision making process
7. Demonstrates effective leadership in the administration and/or supervision of division
8. Prepares and/or adheres to establish budgetary procedures and policies in accordance with established federal, state or local regulations
9. Includes staff/faculty members in fiscal planning
10. Is an effective team builder within division/department
11. Demonstrates effective organizational skills
12. Overall leadership
13. Contributes to Student Learning and assessment for accountability, sustainability and continuous institutional effectiveness

1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A

Employee agree ☐ or disagree ☐ with above ratings.

Comments: _____ Employee Initial

B. Management of Personnel & Customer Service

1. Participates in the hiring process of personnel
2. Adheres to the college's procedures and timelines when evaluating staff/faculty ..
3. Demonstrates appropriate supervisory skills
4. Leads through works within the proper protocol/chain of command
5. Foster a positive and professional working relationship with those supervised

1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A

¹ Action Plan Required

² Action Plan Required

6. Promotes, monitors and reinforces the importance of customer friendly behavior from all employees who are supervised
7. The office, division, department being responsible for demonstrates the highest level of customer service
8. Ensures that new personnel are fully trained in specific areas of performance
9. Ensures that complaints are handles and resolved in a professional manner

1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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Employee agree ☐ or disagree ☐ with above ratings.

Comments: _____ Employee Initial

C. Professional Development

1. Participates in professional development that will lead to personal/professional growth
2. Promotes professional development opportunities as a means to improve respective division
3. Reaches professional development goals
4. Encourages the professional development of those employees supervise(s)
5. Values, attends and promotes professional development activities (i.e participates in professional organizations, publishes in professional journals, or presents at conferences)

1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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Employee agree ☐ or disagree ☐ with above ratings.

Comments: _____ Employee Initial

D. Communication and Teamwork

1. Is sensitive to the needs of those currently supervised and other
2. Uses appropriate verbal and non-verbal techniques to communicate effectively with students, parents, colleagues, and others in a customer friendly way
3. Write and speaks clearly and grammatically correct
4. Supports administrative/institution decision and works to carry out such decisions in a professional manner
5. Readily accepts constructive criticism
6. Demonstrates effective team building skills within unit/division/department
7. Is a positive and contributing team member
8. Demonstrates and communicates a positive attitude in the workplace
9. Shows respect and consideration toward other's ideas, viewpoints, positions
10. Selects appropriate channels for communicating/resolving concerns and problems
11. Demonstrates effective means of resolving conflicts through appropriate chain of command/protocol
12. Demonstrates effective mediation skills when handling internal conflicts between and among staff/faculty

1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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Employee agree ☐ or disagree ☐ with above ratings.

Comments: _____ Employee Initial

1	2	3	4	5	N/A
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E. Professional Responsibilities

1. Performs essential functions and other job related responsibilities effectively.....
2. Readily identifies work related problems and implements effective solutions
3. Is self-motivated and takes initiative to carry out job responsibilities
4. Accepts ownership and responsibility for job related tasks
5. Demonstrates effective organizational skills.....
6. Follows policies and procedures
7. Pay attention to detail and accuracy when completing job related tasks
8. Adheres to FERPA guidelines when handling student information/
employee information
9. Submits departmental, division or administrative documents/reports on time
10. Submits high caliber work
11. Uses annual institutional data on department/division to improve area
12. Reports to work regularly and on time
13. Attends required college functions (ie. Graduation, ceremonies, in-service etc) ...
14. Actively participates on assigned committees
15. Maintains professionalism at all times

1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A

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1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A

Employee agree ☐ or disagree ☐ with above ratings.

Comments: _____ Employee Initial

Action Plan (i.e Professional Development, Training etc.) for Next Performance Period to meet Divisional Outcomes**Action Plan (i.e Professional Development, Training etc.) for Next Performance Period to meet Institutional Outcomes****Employee Review**

- ☐ I am in agreement with performance evaluation
☐ I disagree with the performance evaluation as noted.

Supervisor Review

- ☐ I am in agreement with performance evaluation
☐ I disagree with performance evaluation as noted.

Comments

Comments

Eligible for Next Step Increment Yes ☐ No ☐ Not Applicable ☐

Signatures: 1. _____ Date _____ 2. _____ Date _____
Supervisor: President/Vice President/Dean Employee

Reviewed by: 3. _____ Date _____ 4. _____ Date _____
President/Vice President Human Resources Officer