



Peralta Community College District Administrator Evaluation Form

Evaluator Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date \_\_\_\_\_

Management Performance Goals (3 – 5 Key Managerial Goals = 50%):

Goal 1: \_\_\_\_\_ Weight: \_\_\_\_\_

Actual:

[Empty box for Goal 1 actual performance]

Rating: \_\_\_\_\_ x Weight: \_\_\_\_\_ = Weighted Rating: \_\_\_\_\_

Goal 2: \_\_\_\_\_ Weight: \_\_\_\_\_

Actual:

[Empty box for Goal 2 actual performance]

Rating: \_\_\_\_\_ x Weight: \_\_\_\_\_ = Weighted Rating: \_\_\_\_\_

Goal 3: \_\_\_\_\_ Weight: \_\_\_\_\_

Actual:

[Empty box for Goal 3 actual performance]

Percentage Attained: \_\_\_\_\_ x Weight: \_\_\_\_\_ = Rating: \_\_\_\_\_

**Goal 4:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

Actual:

Rating: \_\_\_\_\_ x Weight: \_\_\_\_\_ = Weighted Rating: \_\_\_\_\_

**Goal 5:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

Actual:

Rating: \_\_\_\_\_ x Weight: \_\_\_\_\_ = Weighted Rating: \_\_\_\_\_

**Goal Rating - Goal 1 + Goal 2 + Goal 3 + Goal 4 + Goals 5 = Total Goal Rating:** \_\_\_\_\_

**Overall Weighted Goal Rating = Rating x .50:** \_\_\_\_\_

**Goal Rating Key:**

3 (Exceeds) – Documented evidence of either quantitative or qualitative data demonstrating performance that exceeds the expected requirements of a performance goal.

2 (Meets) – Documented evidence of either quantitative or qualitative data demonstrating performance meets the expected requirements of a performance goal.

1 (Does Not Meet) – Documented evidence of either quantitative or qualitative data demonstrating that performance does not meet the expected requirements of a performance goal.

**Organizational Citizenship (Ethics, collaboration, honesty, trustworthiness = 10%)**

3 (Exceeds) – Almost always exceeds expected performance related to appropriate/good citizenship.

2 (Meets) – Always meets expected performance related to appropriate/good citizenship.

1 (Does Not Meet) – Does not always meet the expected performance related to appropriate/good citizenship.

**Citizenship Rating:** \_\_\_\_\_

**Overall Weighted Citizenship Rating = Rating x .10:** \_\_\_\_\_

**Position Specific Requirements (Essential Job Functions = 20%)**

3 (Exceeds) – Almost always exceeds expected performance related to the specific job requirements.

2 (Meets) – Always meets the expected performance related to the specific job requirements.

1 (Does Not Meet) – Does not always meet the expected performance related to the specific job requirements.

**Position Specific Requirements Rating:** \_\_\_\_\_

**Overall Weighted Position Specific Requirements Rating = Rating x.20:** \_\_\_\_\_

**Managerial Skills (Leadership, planning, organizing, directing, and controlling = 20%)**

3 (Exceeds) – Almost always exceeds expected performance related to managerial skills.

2 (Meets) – Always meets and sometimes exceeds expected performance related to managerial skills.

1 (Does Not Meet) – Does not always meet the expected performance related to managerial skills.

**Managerial Skills Rating:** \_\_\_\_\_

**Overall Weighted Managerial Skills Rating = Rating x .20:** \_\_\_\_\_

**Final Combined Rating: = Goals + Citizenship + Position Requirements + Management Skills:** \_\_\_\_\_

**Evaluator Comments:**

**Employee Comments:**

Evaluator's Signature: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Second Level Reviewer Signature (Evaluator's Supervisor): \_\_\_\_\_