Peralta Community College District
Administrator Evaluation Form Instructions

GOALS = 50%:

- Assign and evaluate 3 – 5 key management performance goals that are linked to the Peralta Community College (PCCD) Board of Trustee (BOT) goals.
- Each goal should be weighted to achieve an overall goal achievement of 100%, which become 50% of the overall rating.
    - Example: Goal 1 = 40 %
        Goal 2 = 35%
        Goal 3 = 25%
        100% = 50% of overall rating

- Evaluate goal achievement using: (1) the Goal Rating Key, (2) assigning a rating, multiply each goal rating by its assigned weight, and adding the weighted results to determine the overall goal rating. Multiply the weighted overall rating by .5 to determine the overall weighted goal rating.
    - Example: Goal 1 = 3 (Exceeds) x .40 = 1.2
        Goal 2 = 2 (Meets)   x .35 = 1.05
        Goal 3 = 2 (Meets)   x .25 = .5
        Overall Goal Rating   =   2.75 x .5 = 1.375

- Evaluate the other performance areas: (1) Organizational Citizenship, (2) Position Specific Requirements, and (3) and Managerial Skills using the rating keys for each rating area, and then multiply each rating by its weight.
    - Example: Organizational Citizenship = 3 x .1 = .3
        Position Specific Requirements = 3 x .2 =.6
        Managerial Skills   = 2 x .2 = .4

- Add the weighted rating from each rating area to determine the overall performance rating for the evaluation period.
    - Example: Goals   = 1.375
        Organizational Citizenship   = .3
        Position Specific Requirements =   .6
        Managerial Skills   = .4
        OVERALL PERFORMANCE RATING = 2.675