

MIRACOSTA COMMUNITY COLLEGE DISTRICT
Classified Administrator – Self Evaluation

Administrator _____

Position _____

Please rate your own performance using the following rating scale. A rating of N/A indicates that you have no opinion, no knowledge, or that the item is not applicable. Written comments are welcome and encouraged.

5	4	3	2	1	N/A
Excellent	Very good	Satisfactory	Needs Improvement	Poor	Not applicable

Rating LEADERSHIP

- _____ 1. I practice effective planning and organizing skills.
- _____ 2. I practice effective budgeting skills.
- _____ 3. I demonstrate the ability to facilitate conflict resolutions.
- _____ 4. I help create a climate of support for innovation, new approaches and new ideas.
- _____ 5. I keep abreast of the current issues, methods, policies, and practices related to the assignment.
- _____ 6. I anticipate problems and facilitate the development of solutions to those problems.
- _____ 7. I participate in activities that promote professional growth and development.
- _____ 8. I demonstrate the ability to arrive at sound decisions based on available data.
- _____ 9. I produce work products of high quality.
- _____ 10. I use sound management principles resulting in consistent, non-capricious decisions.
- _____ 11. I make positive contributions to collegial governance.
- _____ 12. I demonstrate the ability to motivate faculty, staff and colleagues.

Rating HUMAN RELATIONS

- _____ 13. I demonstrate effective team-building skills.
- _____ 14. I am accessible to others.

Rating **HUMAN RELATIONS** continued

- _____ 15. I demonstrate the ability to develop the organizational and professional skills of staff.
- _____ 16. I recognize staff accomplishments effectively.
- _____ 17. I demonstrate the ability to work cooperatively and harmoniously with faculty, staff and administration.
- _____ 18. I demonstrate a commitment to the diversity of faculty, staff and students.
- _____ 19. I establish a service orientation to those who are directly affected by the office.

Rating **COMMUNICATION**

- _____ 20. I encourage open communication.
- _____ 21. I demonstrate effective listening skills.
- _____ 22. I provide clear direction, expectations and feedback to staff and colleagues as projects/activities progress.
- _____ 23. I demonstrate effective verbal and written communication skills.
- _____ 24. I develop effective timelines, meet deadlines, and prepare accurate reports and records appropriate to the operation of the unit. I assist staff, as appropriate, to do the same.

Rating **PERSONAL QUALITIES**

- _____ 25. I demonstrate good judgment and common sense in dealing with non-routine or unanticipated situations.
- _____ 26. I demonstrate stability in mentally and emotionally stressful situations.
- _____ 27. I demonstrate effective time-management and priority-setting skills.
- _____ 28. I demonstrate an appropriate balance between the operational responsibilities and the innovative responsibilities of the current assignment.

Additional comments: