

MIRACOSTA COMMUNITY COLLEGE DISTRICT
Classified Administrator – Self Evaluation

Administrator:	
Position:	
Date:	

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.

Rating	HUMAN RELATIONS
	12. I demonstrate the ability to motivate faculty, staff and colleagues.
	13. I demonstrate effective team-building skills.
	14. I am accessible to others.
	15. I demonstrate the ability to develop the organizational and professional skills of staff.

Rating	HUMAN RELATIONS (continued)
	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: