**Great Falls College MSU
Administrative Evaluation Report
Executive Team Members**

**Employee Name:** Click here to enter text. **Title:** Click here to enter text. **Division:** Click here to enter text. **Academic Year:** Click here to enter text. **Length of time in present position:** Click here to enter text.

 **Purpose of this evaluation:** To make an evaluative inventory indicating strengths and weaknesses and to outline a practical improvement program. These evaluations will provide a history of job effectiveness, development and progress.

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| **Job Knowledge**Not Observed [ ]  | Has gaps in fundamental knowledge and skills of the job. [ ]  | Has satisfactory knowledge and skill for the routine phases of the job. [ ]  | Has good knowledge and is well skilled in all phases of the job. [ ]  | Has an exceptional understanding and skill in all phases of the job.  [ ]  | Has far-reaching grasp of the entire broad job area. Authority is in his/her field. [ ]  |
| **Planning Ability**Not Observed [ ]  | Relies on others to bring problems to his/her attention. Often fails to see ahead. [ ]  | Plans ahead just enough to get by in present job. [ ]  | Is a careful, effective planner. Anticipates and takes actions to solve problems. [ ]  | Capable of planning beyond requirements of the present job.  [ ]  | Capable of top level planning of high caliber. [ ]  |
| **Management Ability**Not Observed [ ]  | Is a poor organizer. Does not make effective use of material or man power. [ ]  | Maintains minimum efficiency of operations. Control could be improved. [ ]  | Displays efficiency of operation. Makes wise use of material and man power. [ ]  | Displays very effective organization. Carefully balances methods and results. [ ]  | Is a highly skilled organizer. Able to obtain optimum effectiveness. [ ]  |
| **Quality of Leadership** Not Observed [ ]  | Often weak and unable to exert control. [ ]  | Normally develops fairly adequate control and direction. [ ]  | Consistently a good leader. Commands respect of staff. [ ]  | Exceptional skill in directing others to great effort. [ ]  | Reflects high level leadership. [ ]  |
| **Initiative and Creativity**Not Observed [ ]  | Has little capability for developing new ideas. Often ignores problems.  [ ]  | Has occasionally anticipated problems and developed solutions. [ ]  | Is usually creative and initiates new procedures. [ ]  | Always takes the initiative and is exceptionally creative.  [ ]  | Is able to see beyond limits of own area. Often initiates and is creative for entire College. [ ]  |
| **Executive Judgement**Not Observed [ ]  | Decisions and recommendations are sometimes unsound or ineffective. [ ]  | Judgment is usually sound and reasonable with occasional errors.  [ ]  | Displays good judgment resulting from sound evaluation. [ ]  | An exceptionally sound, logical thinker in situations that occur in his/her area. [ ]  | Consistently arrives at the right decision even on highly complex matters. [ ]  |
| **Oral and Written Expression**Not Observed [ ]  | Write [ ]  Speak [ ] Unable to express thoughts clearly. Lacks organization. | Write [ ]  Speak [ ]  Expresses thoughts satisfactorily on routine matters. | Write [ ]  Speak [ ]  Usually organizes and expresses thoughts clearly and concisely. | Write [ ]  Speak [ ]  Consistently able to express ideas clearly. | Write [ ]  Speak [ ]  Outstanding ability to communicate ideas to others. |
| **Human Relations**Not Observed [ ]  | Does not get along well with people. Definitely hinders his/her effectiveness. [ ]  | Occasional difficulty in getting along with his/her associates. [ ]  | Gets along with people adequately. Average skills at maintaining good relations. [ ]  | Above average skills in human relations are an asset. [ ]  | Outstanding ability in dealing with colleagues. Increases his/her effectiveness. [ ]  |
| **Dependability**Not Observed [ ]  | Definitely unreliable and unable to carry out work independently. [ ]  | Normally fulfills assignments with some supervision. [ ]  | Consistently dependable in working toward established goals. [ ]  | Exceptionally dependable. Meets goals within established deadlines. [ ]  | Outstandingly dependable and works independently effectively. [ ]  |
| **Delegation of Responsibility**Not Observed [ ]  | Does not delegate responsibility and performs even minor tasks him/herself. [ ]  | Reluctant to delegate responsibility but occasionally allows staff to assume some. [ ]  | Usually delegates appropriate responsibility to his/her staff. [ ]  | Effectively delegates appropriate responsibility to his/her staff. [ ]  | Highly skilled in delegating responsibility. Encourages staff to grow in responsibility.[ ]  |
| **Service to College and Community**Not Observed [ ]  | Does not involve him/herself in service to college and community.  [ ]  | Occasionally contributes to the benefit of the college and community. [ ]  | Has contributed measurably in service to both college and community. [ ]  | Has rendered consistent service to college and community.  [ ]  | Service to the college and community is a definite asset. Deserves recognition. [ ]  |

**Rating Factors**: Indicate your rating by considering how this employee is performing on the job. For each category, place a check in the box beside the description which best fits the employee.

 **Overall Evaluation:** of performance in present position

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| --- | --- | --- | --- | --- |
| Unsatisfactory | Less that fully effective | Effective and Competent | Highly effective | Outstanding |
|[ ] [ ] [ ] [ ] [ ]