**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 |
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