

E. INITIATIVE, CREATIVITY AND PROBLEM SOLVING

- Initiates new ideas and procedures to overcome obstacles and to increase efficiency.
- Identify need for change, research options, solicits staff opinions and develops alternatives.
- Is pro-active in anticipating potential problems and takes action.
- Flexible, willing to try new ways of doing things, easily adjusts to changes.

Successes:

Areas for Improvement:

F. INTERPERSONAL SKILLS

- Ability to deal with colleagues in a positive manner and maintain good relations.
- Provides courteous service to all, is responsive to the needs of those we serve.
- Positive, supportive, cooperative and is willing to help co-workers and other departments.
- Accepts constructive criticism and provides constructive criticism to subordinates.
- Contributes to the benefit of the college and the community.

Successes:

Areas for Improvement:

G. SUPERVISORY SKILLS

- Communicates priorities and deadlines as well as the college's goals to staff
- Is objective in evaluating subordinates' performance
- Is proactive in resolving problems/issues
- Maintains a positive environment
- Manages employees fairly and equitably and is cognizant of employment laws

Successes:

Areas for Improvement:

H. OTHER PERFORMANCE CONSIDERATIONS (optional)

- This portion of the form is available for the evaluator to use for other performance categories or for major duties and responsibilities of the specific position.

Successes:

Areas for Improvement:

SIGNIFICANT INCIDENTS THAT OCCURRED DURING THE APPRAISAL PERIOD:

Record actual incidents of highly positive or negative job performance (include dates).

ACTION PLAN:

Evaluator, select one or two areas where the employee needs to improve, learn new skills, develop, or change. Describe the expectation and set realistic goals. Provide a time frame for implementation of the plan, procedures or methods for improvement.

GENERAL COMMENTS:

EMPLOYEE ACKNOWLEDGEMENT

I have read and received a copy of this evaluation and have discussed it with the evaluator. I understand that I may provide an additional written response to this evaluation, which will be attached to the official copy in my personnel file

Employee's Signature

Date

Evaluator's Signature

Date