



# FLORIDA GATEWAY COLLEGE

## ADMINISTRATIVE STAFF EVALUATION



Name of Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Evaluation Period: From July 1, 2014 To June 30, 2015

Please *circle* the appropriate number as follows: ( 5 ) - Exceptional ( 4 ) - Above Norm ( 3 ) - Expected Norm  
( 2 ) - Below Norm ( 1 ) - Unsatisfactory NA - Not Applicable

**Complete in INK or TYPE**

- |   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| 1. Planning ( <i>establishment of objectives and goals; anticipation of future developments; formulation of effective plans to achieve desired results</i> ).   | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Decision Making ( <i>ability to make sound, logical decisions; functions effectively under stress exercise of good judgement; ability to see problems objectively</i> ).   | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Effectiveness in Dealing with People ( <i>leadership ability; ability to develop subordinates; cooperative interpersonal skills characterized by courteous, tactful and supportive behavior; ability to present ideas and get them accepted, assumes responsibility and blame, tells the truth</i> ).          | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Administration ( <i>timely execution of plans; punctual for appointments and meetings; staffing; organization; job accomplishment, handling problems; development of new and better methods, procedures, or ideas</i> ).   | 5 | 4 | 3 | 2 | 1 | NA |
| 5. Job Knowledge ( <i>amount of job knowledge necessary to perform assigned duties and responsibilities and to accomplish stated objectives; specialized training; experience</i> ).  | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Communicative Skills ( <i>quality of reports and correspondence; listening ability, oral presentation; participation discussions and meetings; methods used for flow of information</i> ).   | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Initiative ( <i>drive; self-starting ability; capacity to act promptly; a striving to attain goals; willingness to work beyond ordinary requirements; independent action</i> ).  | 5 | 4 | 3 | 2 | 1 | NA |
| 8. Adaptability ( <i>reaction to new responsibilities; handling of special projects; attitude; flexibility</i> ).   | 5 | 4 | 3 | 2 | 1 | NA |
| 9. Professional Self-Improvement ( <i>independent study and research; advanced degree program; related study at seminars or workshops; memberships and positions held in professional organizations; participation in professional studies and research; knowledge of current developments in field</i> ).        | 5 | 4 | 3 | 2 | 1 | NA |
| 10. Institutional Commitment ( <i>dedication to service; willingness to strive for superior quality performance; sense of responsibility; concern for welfare of total College as well as specific responsibilities; promotion of favorable public relations; involvement in appropriate campus activities</i> ). | 5 | 4 | 3 | 2 | 1 | NA |
| 11. Employee Assessment ( <i>assesses strengths and weaknesses of employees in a constructive and professional manner</i> ).  | 5 | 4 | 3 | 2 | 1 | NA |
| 12. Overall Performance ( <i>the employee's collective ability to meet the job requirements of his or her respective position</i> ).  | 5 | 4 | 3 | 2 | 1 | NA |

(see reverse side for comments and signatures)

Immediate Supervisor's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Level Supervisor's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's comments (*optional*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor and employee have met to discuss this evaluation. \_\_\_\_\_  
Date of Conference

\_\_\_\_\_  
Immediate Supervisor's Signature Date

\_\_\_\_\_  
Next Level Supervisor's Signature Date

\_\_\_\_\_  
Employee's Signature Date

Employee's signature does not constitute approval of the rating or the remarks; but does indicate they have read the contents of this evaluation.