**West Valley-Mission Community College District**

**Administrative Performance Survey**

***Administrator:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Date*:**

***Instructions***

Please use the rating scale below to circle responses for statements listed. Written comments are requested for ratings other than "*Satisfactory*". You may use the lines provided below each numbered response or the space at the end of the form for comments.

**ADMINISTRATI**

**Rating Scale**

5 = Outstanding

4 = Good

3 = Satisfactory

2 = Needs improvement

1 = Unsatisfactory

N/A = Not applicable

**VE PERFORMANCE**

***This Administrator:***

1. Encourages open and appropriate involvement in decision-making.

 **N/A 1 2 3 4 5**

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1. Encourages individual innovation, creativity; promotes high morale.

 **N/A 1 2 3 4 5**

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1. Facilitates activities that encourage individuals to make contributions commensurate with their full capabilities.

 **N/A 1 2 3 4 5**

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1. Assumes leadership in dealing with problems directly and fairly.

 **N/A 1 2 3 4 5**

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1. Is systematic in planning, organizing, and evaluating decisions, consistent with policies and goals of the college/district.

 **N/A 1 2 3 4 5**

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1. Demonstrates through actions a commitment to the total community, not just to the area to which he/she has been assigned.

 **N/A 1 2 3 4 5**

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1. Treats others with dignity, respect, and concern for individual worth.

 **N/A 1 2 3 4 5**

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1. Listens, hears, and then asks questions to ensure an understanding of the points of view of other persons and groups

 **N/A 1 2 3 4 5**

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1. Demonstrates the necessary written and verbal communications skills for the position.

 **N/A 1 2 3 4 5**

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1. Delegates appropriate responsibility and authority to staff.

 **N/A 1 2 3 4 5**

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1. Responds promptly to requests for information and assistance.

 **N/A 1 2 3 4 5**

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1. Sets high personal and professional standards for self and others.

 **N/A 1 2 3 4 5**

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1. Is accessible to staff for consultations/appointments.

 **N/A 1 2 3 4 5**

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1. Encourages teamwork.

 **N/A 1 2 3 4 5**

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1. OVERALL RATING of this administrator.

 **N/A 1 2 3 4 5**

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1. My perception of this administrator’s performance is based on:

 \_\_\_\_\_\_ My interaction with this administrator as my immediate supervisor.

 \_\_\_\_\_\_ Having worked directly with this administrator on committees and projects.

 \_\_\_\_\_\_ No direct work experience; only casual contact.

 \_\_\_\_\_\_ I don’t really know this administrator.

GENERAL COMMENTS:

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