

## EVALUATION OF ADMINISTRATIVE PERSONNEL

Name of Administrator \_\_\_\_\_

Position \_\_\_\_\_

Directions: Rate the administrator named on each of the items listed below. As indicated by the descriptive words and phrases that appear next to the scale on each item. 5 points is the highest value and 1 is the lowest value. Place an X in the space above each scale that most clearly represents your judgement of the administrator on that item. Please comment on the back or an additional sheet.

1. Employee's perception of the position compared with the official position description.
 

Realistic	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Unrealistic
5	4	3	2	1								
  
2. Goals and objectives.
 

Appropriate	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Inappropriate
5	4	3	2	1								
  
3. Employee expertise for the job.
 

Appropriate	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Inappropriate
5	4	3	2	1								
  
4. Work Quality
 

High Quality	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Low Quality
5	4	3	2	1								
  
5. Accomplishments
 

Realistic	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Unrealistic
5	4	3	2	1								
  
6. Management skills.
 

Effective	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Ineffective
5	4	3	2	1								
  
7. Ability to plan, lead and evaluate a comprehensive program.
 

Superior	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Inferior
5	4	3	2	1								
  
8. Meeting responsibilities and deadlines.
 

Reliable	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Unreliable
5	4	3	2	1								
  
9. Ability to work with others
 

Effective	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Ineffective
5	4	3	2	1								
  
10. Regularity of work habits.
 

Reliable	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Unreliable
5	4	3	2	1								
  
11. Meeting various publics the office serves.
 

Satisfactory	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Unsatisfactory
5	4	3	2	1								
  
12. Receptivity to new ideas.
 

Open	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Closed
5	4	3	2	1								
  
13. Professional improvement activities.
 

Active	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> <td style="border: 1px solid black; width: 20%; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table>						5	4	3	2	1	Inactive
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