

Administrative Personnel Evaluation

Administrator's Name:

Administrator's Position:

Job Performance

1. Concept of the Job

Realistic

5

4

3

2

Unrealistic

1

0 Not applicable

2. Goals and Objectives

Appropriate

5

4

3

2

Inappropriate

1

0 Not applicable

3. Knowledge of the Job

Appropriate

5

4

3

2

Inappropriate

1

0 Not applicable

4. Quality of Work

High

5

4

3

2

Low

1

0 Not applicable

5. Quantity of Work

High

5

4

3

2

Low

1

0 Not applicable

Leadership

6. Management Skills

Effective

5

4

3

2

Ineffective

1

0 Not applicable

7. Planning & Implementation of Programs, Initiatives, etc.

Superior

5

4

3

2

Inferior

1

0 Not applicable

Attitude/Work Habits

8. Dependability & Punctuality

Reliable

5

4

3

2

Unreliable

1

0 Not applicable

9. Teamwork/Collaboration

Effective

5

4

3

2

Ineffective

1

0 Not applicable

