

# **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

## **MANAGEMENT/SUPERVISOR EVALUATION PROCESS**

### **Purpose**

The purpose of the evaluation is to assess performance and promote professional and personal growth.

### **Scope**

The evaluation process includes four components

- a) Supervisory assessment
- b) Self-assessment
- c) Co-worker assessment
- d) Goal setting and achievement

### **Frequency**

The supervisor, self, and co-worker assessments will be accomplished every two years. The goal setting and achievement process will be done annually.

### **Procedures**

- a) The supervisor's assessment will be recorded on the supervisor assessment form. Commendations and/or recommendations will be written for each applicable area. An improvement plan will be written on this form when warranted. The evaluator and evaluatee will discuss the assessment during a bi-annual conference.
- b) The self-assessment will be recorded on the self-assessment form, which contains the same performance areas as the supervisory assessment form. Statements reflecting strengths and accomplishments, as well as statements reflecting growth needed or desired, will be written for each applicable area. The completed self-assessment form must be submitted to the supervisor 10 working days prior to the bi-annual evaluation conference. This assessment will also be discussed during the conference.
- c) The co-worker assessment form should be sent to co-workers who are knowledgeable of the evaluatee's performance. The evaluatee shall submit a list of co-workers, which may be supplemented by the evaluator. It is recommended that 15 to 20 co-worker assessment forms be utilized. After receiving the list of co-workers, the office of Human Resources will send co-worker assessment forms out 4 weeks prior to the scheduled bi-annual conference. A tally of co-worker assessments will be done by the office of Human Resources and sent to the evaluator 5 working days prior to the evaluation conference. The summary of co-worker assessments will be discussed at the bi-annual conference along with supervisor's assessment and self-assessments.
- d) Five or fewer goals should be agreed upon during the bi-annual conference using the goal setting and achievement form. It is recommended that goals be considered which are significant to both the evaluator and evaluatee. Evaluation of progress toward goal achievement will be discussed at a conference to be held one year after the bi-annual conference. Progress toward achieving goals may be considered more important than actual goal achievement if goals are significant and/or require more than a year to achieve.

## **MANAGEMENT EVALUATION SCHEDULE**

- 1. End of sixth month of employment, supervisor's evaluation is completed.**
- 2. End of first year of employment, supervisor's evaluation, self-evaluation, co-worker evaluation, and goals are set.**
- 3. End of second year of employment, goals are assessed.**
- 4. End of third year, cycle repeats with #2.**
- 5. Additional evaluations are optional at the supervisor's discretion.**

# **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

## **MANAGEMENT/SUPERVISOR ANNUAL PLANNING AND REVIEW OF GOALS AND EXPECTATIONS**

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Goal Period \_\_\_\_\_ Department \_\_\_\_\_

Evaluator \_\_\_\_\_ Position \_\_\_\_\_

Goal/Expectations (organization and/or individual goals and expectations). A maximum of three goals must be identified; one form for each goal. Attach all forms to completed Performance Evaluation Form.

Statement of Goal:

Tasks to Accomplish the Goal:

Achievement Criteria:

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee's Signature \_\_\_\_\_ Date \_\_\_\_\_

ASSESSMENT OF PRIOR YEAR'S GOALS

Evaluator's Assessment of Achievement Level:

Evaluatee's Assessment of Achievement Level:

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee's Signature \_\_\_\_\_ Date \_\_\_\_\_

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT/SUPERVISOR PERFORMANCE EVALUATION FORM

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Rating Period \_\_\_\_\_ Length of Time in Position \_\_\_\_\_

Evaluator \_\_\_\_\_ Position \_\_\_\_\_

### MANAGEMENT COMPETENCIES

1. **Job Performance**

(knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, effective utilization of fiscal and personnel resources)

*Strengths and Accomplishments/Specific Growth Desired:*

2. **Working Relationships**

(Staff relationships, professional response to clients, promoting interdepartmental cooperation, open and honest communication, maintaining a positive climate and reputation, community/client relationships, interest in people, sensitive to needs of others, accessible to others)

*Strengths and Accomplishments/Specific Growth Desired:*

3. **Communications**

(clear verbal and written communicator, easily understood, good listener, consistent follow-up)

*Strengths and Accomplishments/Specific Growth Desired:*

4. **Personal Characteristics**

(attitude, commitment, perseverance, integrity, dependability, punctuality, professional and personal appearance)

*Strengths and Accomplishments/Specific Growth Desired:*

5. **Leadership**

(clarity of direction, consistency in decision making, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, demonstrates commitment to supporting the achievement of student learning outcomes, the college mission and master plan goals, delegates effectively and respects the shared governance process)

*Strengths and Accomplishments/Specific Growth Desired:*

6. **Evaluator's summary and recommendations**

(Use back of the form if more space is required.)

7. Evaluatee's Comments:

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee's Signature \_\_\_\_\_ Date \_\_\_\_\_

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT/SUPERVISOR PERFORMANCE SELF-EVALUATION FORM

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Rating Period \_\_\_\_\_ Length of Time in Position \_\_\_\_\_

Evaluator \_\_\_\_\_ Position \_\_\_\_\_

### MANAGEMENT COMPETENCIES

1. **Job Performance**

(knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, effective utilization of fiscal and personnel resources)

*Strengths and Accomplishments/Specific Growth Desired:*

2. **Working Relationships**

(Staff relationships, professional response to clients, promoting interdepartmental cooperation, open and honest communication, maintaining a positive climate and reputation, community/client relationships, interest in people, sensitive to needs of others, accessible to others)

*Strengths and Accomplishments/Specific Growth Desired:*

3. **Communications**

(clear verbal and written communicator, easily understood, good listener, consistent follow-up)

*Strengths and Accomplishments/Specific Growth Desired:*

4. **Personal Characteristics**

(attitude, commitment, perseverance, integrity, dependability, punctuality, professional and personal appearance)

*Strengths and Accomplishments/Specific Growth Desired:*

5. **Leadership**

(clarity of direction, consistency in decision making, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, demonstrates commitment to supporting the achievement of student learning outcomes, the college mission and master plan goals, delegates effectively and respects the shared governance process)

*Strengths and Accomplishments/Specific Growth Desired:*

6. **Comments** (Use back of the form if more space is required.)

Evaluator's Comments:

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee's Signature \_\_\_\_\_ Date \_\_\_\_\_