

# Dickinson

## 6 Month Performance Evaluation Tool Administrators

NAME: \_\_\_\_\_ REVIEW PERIOD: \_\_\_\_\_ thru \_\_\_\_\_

1. Comment on the employee's major accomplishments during the evaluation period.
  
2. Comment on any areas for improvement/growth for the employee.
  
3. Comment on the employee's efforts to:
  - A. Communicate with peers, subordinates, students and the campus community;
  
  - B. Encourage a team-approach;
  
  - C. Motivate/assist in the development of others;
  
  - D. Cooperate with individuals inside and outside the department;
  
4. Comment on the extent to which the employee has a clear understanding of the mission of the College and the role that his/her department/division plays in furthering the goals of the institution.

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**Administrator Performance Appraisal**

5. Comment on the employee's goals and objectives for next year.
  - A. What goals would you like the employee to accomplish?
  
  
  
  
  
  
  
  
  
  
  - B. What additional skills or improvement in skills are needed to achieve these goals?
  
6. Respond to comments, questions and suggestions on departmental policies and procedures and job responsibilities.
  
  
  
  
  
  
  
  
  
  
7. As the supervisor, do you recommend the retention of this employee? If not, please explain.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head's Signature

\_\_\_\_\_  
Date

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

Office Use Only: _____
_____ Rev. 02/15/2012