

# East San Gabriel Valley Regional Occupational Program and Technical Center

## LEADERSHIP EMPLOYEE EVALUATION REPORT

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

Position: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_  
Mo/Yr Mo/Yr

Evaluator: \_\_\_\_\_

**INSTRUCTIONS:** Give your evaluation as to how this employee has performed relative to each factor listed. Concentrate on one factor at a time and circle the appropriate rating. Use the comments and suggestions section to explain or qualify your ratings.

**Rating Scale: 1 – Unsatisfactory; 2 – Needs Improvement; 3 – Satisfactory; 4 – Strong; 5 – Outstanding; N/A - Not Applicable**

EVALUATION AREA	RATING		COMMENTS
<b>1. QUALITY OF WORK</b>			
A. Effectively plans, organizes & implements department and/or program objectives & activities.	1 2 3 4 5	N/A	
B. Accurately perceives the total problem as well as its component parts.	1 2 3 4 5	N/A	
C. Reacts appropriately in a crisis or under difficult circumstances.	1 2 3 4 5	N/A	
D. Takes responsibility for the outcome of decisions.	1 2 3 4 5	N/A	
E. Effectively plans and monitors department and/or program budgets.	1 2 3 4 5	N/A	
F. Appropriately delegates tasks within job descriptions & maximizes staff abilities & potential.	1 2 3 4 5	N/A	
G. Initiates needed changes.	1 2 3 4 5	N/A	
H. Sets high, yet attainable standards.	1 2 3 4 5	N/A	
<b>2. PROFESSIONAL DEVELOPMENT OF STAFF</b>			
A. Effectively utilizes the employee performance evaluation process for staff that includes classification of expectations, initial training, on-going coaching and feedback.	1 2 3 4 5	N/A	
B. Assists & trains employees to identify and remediate job-related duties and/or responsibilities.	1 2 3 4 5	N/A	
C. Ensures individual professional development of staff.	1 2 3 4 5	N/A	
<b>3. ADMINISTRATIVE RELATIONSHIPS</b>			
A. Promotes positive relationships with other agencies.	1 2 3 4 5	N/A	
B. Demonstrates appropriate problem solving skills.	1 2 3 4 5	N/A	
C. Exhibits the ability to listen with the intent to understand the communicator's point of view and to respond appropriately.	1 2 3 4 5	N/A	
D. Effectively demonstrates fairness and consistency in working with staff.	1 2 3 4 5	N/A	
E. Provides clear direction & communicates expected standards.	1 2 3 4 5	N/A	
F. Effectively prepares written documentation.	1 2 3 4 5	N/A	
G. Seeks additional information & asks questions if unclear about assignments or acceptable performance.	1 2 3 4 5	N/A	
<b>4. PROFESSIONAL/PERSONAL ATTITUDE AND CONDUCT</b>			
A. Addresses issues openly and objectively.	1 2 3 4 5	N/A	
B. Exhibits tact, poise and sound judgment.	1 2 3 4 5	N/A	
C. Keeps current with changing issues, trends and technology related to leadership responsibilities.	1 2 3 4 5	N/A	
D. Effectively participates as a Leadership Team member.	1 2 3 4 5	N/A	
E. Treats individuals fairly and equitably.	1 2 3 4 5	N/A	
<b>5. PERSONAL PROFESSIONAL DEVELOPMENT</b>			
A. Participates in professional growth activities.	1 2 3 4 5	N/A	
B. Participates in professional organizations.	1 2 3 4 5	N/A	

1. What are the employee's areas of greatest strength? Specify examples of outstanding performance and qualities, which should be maintained and continued.

2. In what areas does the employee need to improve performance? Give specific examples of the steps that should be taken by the employee to improve performance.

3. Additional comments.

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Follow-up conference scheduled (if desired): \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

(My signature indicates that I have discussed this evaluation with my Supervisor and have received a copy)

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Reviewing Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received for filing in the Personnel Department: \_\_\_\_\_

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