



Evaluation of _____ Job Performance
(title)

Person being evaluated _____

Completed by _____

Please return by _____

Instructions: Indicate your rating (1=low, 5=high, NA=no experience/cannot rate) on each dimension of job performance that is listed below. Please evaluate the way this administrator performs assigned duties and responsibilities. Provide specific examples of your observations of the following types of performance. If you need more space for additional comments, please attach another sheet(s).

Service to College

Promotes a positive image of Concordia College. 1 2 3 4 5 NA

Interpersonal Skills

Responds in a timely manner, respects confidentiality, listens effectively, values others' opinions. 1 2 3 4 5 NA

Selected Job Performance Objectives

#1 from job description 1 2 3 4 5 NA

#2 from job description 1 2 3 4 5 NA

#3 from job description 1 2 3 4 5 NA

#4 from job description 1 2 3 4 5 NA

Over please

Recent short term goals. *This administrator has selected some recent projects he/she considers significant.*

#1 recent substantial project 1 2 3 4 5 NA

#2 recent substantial project 1 2 3 4 5 NA

#3 recent substantial project 1 2 3 4 5 NA

Additional Comments

What do you consider to be the strengths of this administrator? Please provide specific examples.

What suggestions do you have for ways in which this administrator could strengthen his/her performance or develop new skills appropriate to his/her position?

Are there any other relevant matters on which you would like to comment?

Signature _____

Date _____

Your observations of job performance and competencies, along with those of other observers of performance, will be shared with this individual and will be an important part of their performance recognition meeting with their reviewer. Thank you for your assistance.