

Gordon State College
Performance Assessment for Senior Administrators

Employee's Name:		Employee's Office:	
Performance Year:		Time in Position:	

1. **SELF-ASSESSMENT OF TOP THREE GOALS AND ACCOMPLISHMENT:** Each administrator will prepare a self-assessment regarding the top three value-added accomplishments and contributions over this review period (e.g., goals accomplished, problems solved, value added program changes), attaching it to this evaluation.
2. **LEADERSHIP COMPETENCY AND ACHIEVEMENT:** Assess the employee's accomplishments and contributions as they relate to the following competencies. Please use the section at the end of this form, *Manager's Comments on Performance*, to provide clarifying remarks, areas in need of improvement, or to highlight particular accomplishments or strengths.

1.	Vision: Takes a long-term view and builds a shared vision with others that is understood at all levels of the organization; acts as a catalyst for organizational change. Influences others to translate vision into action.
☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement	Comments:
2.	Leadership: Demonstrates the ability to bring new strategic concepts to the organization. Anticipates issues affecting the enterprise and comes forward with workable solutions. Able to organize and motivate people to achieve stated goals. Encourages collaboration among staff across divisional boundaries and discourages working in silos. Exercises, if appropriate, inter-segmental and national higher education leadership.
☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement	Comments:
3.	Accountability and Governance: Develops goals and objectives that support the strategic objectives of the organization, both locally and system wide. These goals and objectives will include compliance with applicable regulatory and university requirements. Adheres to USG/GSC principles of transparency and openness in working with all constituents.
☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement	Comments:

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4.	People Management: Sets clear expectations and high standards for work team. Provides environment and opportunities for individual growth and career development. Provides clear, specific and timely performance feedback; recruits, mentors and retains talented managers and employees; provides effective coaching, delegates effectively and rewards superior performance. ☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement Comments:
5.	Creativity and Innovation: Develops and encourages creative and innovative approaches to addressing issues and challenges. Offers a variety of alternatives and approaches to solving problems. Receptive to change. ☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement Comments:
6.	Interpersonal and Communication Skills: Demonstrates proficient written and verbal communication/presentation skills, including the ability to present complex ideas and issues in a clear, concise manner both internally and, if necessary, externally. Willing to accept and consider differing viewpoints and constructive feedback. ☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement Comments:
7.	Work Productivity and Quality: Proactive and consistently achieves high levels of productivity and quality in work products. Meets deadlines and operates efficiently and within the University's policies and procedures. Seeks to determine whether programs and activities add value to the University and the campuses. Works collaboratively and effectively with campus leadership and representatives from other segments. ☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement Comments:
8.	Diversity: Demonstrates an active and engaged commitment to diversity. Works to establish a climate that welcomes and promotes respect for diversity of thought, pedagogical approaches, political perspectives, race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Ensures diverse representation on search committees, supplemental outreach efforts, etc. Promotes equity in advancements by describing review process for new staff and administrators, encouraging participation in career advising or mentoring programs, etc. ☐ Exceptional ☐ Meets Expectations ☐ Needs Improvement Comments:

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9. Principles of Community: Fosters a positive working and learning environment, by maintaining a climate of fairness, cooperation, civility and professionalism. Practices and integrates these basic principles in all interactions.

- ☐ Exceptional
☐ Meets Expectations
☐ Needs Improvement

Comments:

10. Resource Management and Financial Budget: Develops strategic goals and objectives to achieve accountability and efficient stewardship of resources (operational, financial, and human), in a manner consistent with College objectives and initiatives.

- ☐ Exceptional
☐ Meets Expectations
☐ Needs Improvement

Comments:

11. Client Service: Understands that GSC is a complex organization with many internal and external clients. Carries out GSC's organizational philosophy to provide the best possible services in support of its mission: teaching, service and scholarship. Determines whether a program or activity impedes or advances the College's Strategic Plan and its goals.

- ☐ Exceptional
☐ Meets Expectations
☐ Needs Improvement

Comments:

12. Health and Safety: Understands that safety and environmental issues are essential elements of ensuring the continued success of GSC and its employees. Maintains a safe, healthy and environmentally sound workplace.

- ☐ Exceptional
☐ Meets Expectations
☐ Needs Improvement

Comments:

Overall Appraisal Rating:

- ☐ **Exceptional** - significant overachievement of expectations.
- ☐ **Meets Expectations** - consistently fulfills expectations & beyond
- ☐ **Needs Improvement** - inconsistent performance, with expectations only partially achieved. Deficiencies should be addressed in the performance appraisal.

Reviewer:

Employee:

Name and Date

Name and Date

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- 3. MANAGER'S COMMENTS ON PERFORMANCE:** Please provide comments on accomplishments and areas of improvement:

Manager's Comments:

Overall Appraisal Rating:

- ☐ **Exceptional** - significant overachievement of expectations.
- ☐ **Meets Expectations** - consistently fulfills expectations & beyond
- ☐ **Needs Improvement** - inconsistent performance, with expectations only partially achieved. Deficiencies should be addressed in the performance appraisal.

Reviewer:

Employee:

Name and Date

Name and Date