

**MANAGEMENT PERFORMANCE EVALUATION
STAFF QUESTIONNAIRE**

MANAGEMENT EVALUATION FOR: _____

COMPLETED BY _____ DATE: _____

Performance Evaluation Key:

EX: Excellent

NI: Needs Improvement

NA/O: Not Applicable or Not
Observed

MXP: Meets Expectations

U: Unsatisfactory

BEHAVIORAL SKILLS AREAS

COMMUNICATION SKILLS	EX	MXP	NI	U	NA/O
1. The manager regularly exhibits the ability to inform and persuade others in oral and written communications.					
2. The manager effectively conveys and articulates needs and goals to other staff and administrators.					
3. The manager listens well and encourages and welcomes a diversity of opinions.					
4. The manager effectively conveys important administrative information (e.g., changes in campus/district policies, deadlines for schedule and curriculum issues, etc.) to the people who work in his/her area.					
5. The manager seeks ways to improve cross-cultural communication in his/her division/program.					
6. Comments					

LEADERSHIP	EX	MXP	NI	U	NA/O
1. The manager has a highly developed sense of vision and innovation and takes initiative in building that vision.					
2. The manager motivates the work group by exhibiting high personal standards of fairness, enthusiasm, honesty, accomplishment, work ethic, responsibility, etc.					
3. The manager demands high standards through stated expectations and personal performance.					
4. The manager uses sound judgment and responds to situations in an appropriate manner including taking appropriate risks.					
5. The manager works hard to address and solve division/area problems.					
6. The manager actively and consistently participates in district and college committees and task groups.					
7. The manager makes deliberate efforts to support, enhance, and facilitate the district's commitment to cultural richness.					
8. The manager personally models and sets standards for appropriate behavior towards all people.					
9. Comments					

PROFESSIONAL KNOWLEDGE AND EXPERTISE	EX	MXP	NI	U	NA/O
1. The manager has in-depth knowledge or technical expertise in one of the areas or disciplines which he or she supervises.					
2. The manager has an appropriate level of general knowledge about all of the areas or disciplines which he or she supervises.					
3. The manager demonstrates understanding of college, district and program goals, policies, and procedures.					
4. The manager participates in professional and service organizations and activities at the local, state, and national level and utilizes professional contacts as a resource for program improvement and enhancement.					
5. The manager participates in training and development activities designed to support a diverse working and learning environment for students and employees.					
6. The manager demonstrates support for increasing the diversity of students and works to develop retention strategies.					
7. Comments					

TEAM WORK	EX	MXP	NI	U	NA/O
1. The manager maintains a professional and cooperative attitude in working with work groups and teams.					
2. The manager provides for broad-based collaboration in area planning and decision-making.					
3. The manager demonstrates sensitivity to the needs and abilities of others, makes reasonable accommodations for cultural, ethnic, gender, and ability, differences, and exemplifies a supportive attitude.					
4. The manager is tactful in conveying discipline or constructive criticism.					
5. The manager gives firm direction when needed.					
6. The manager resolves conflicts in a constructive way.					
7. The manager builds consensus, trust and confidence within his/her teams.					
8. The manager demonstrates support for increasing the diversity of staff and works to welcome and retain diverse staff.					
9. Comments					

ADMINISTRATIVE SKILLS	EX	MXP	NI	U	NA/O
1. The manager attends to administrative details (e.g., budget, subordinate evaluations, schedule, etc.) in his/her area.					
2. The manager schedules meetings appropriately.					
3. The manager uses meeting time effectively and efficiently.					
4. The manager is organized and effectively structures, prioritizes, delegates, arranges and facilitates the accomplishment of tasks.					
5. The manager establishes work direction, sets priorities clearly, defines and breaks tasks into their components and assigns them appropriately.					
6. The manager demonstrates tenacity and singleness of purpose when appropriate and also adapts to and facilitates change when necessary.					
7. The manager is able to work under pressure, demonstrating ability to work effectively despite pressures of deadlines, crises, and changing demands.					
8. The manager identifies, utilizes, and develops human resources and/or institutional strategies to serve needs.					
9. The manager makes decisions that are consistent with Napa Valley College mission, vision, and values.					
10. The manager accepts responsibility for his or her performance.					
11. The manager develops and consistently meets annual goals and objectives for the unit.					
12. Comments					

What do you consider to be the manager's greatest strengths?
In what areas do you think the manager could improve? How might the administrator improve in these areas?
Optional Additional Comments: