

Administrator Appraisal 2023

Questions Section

The employee responds, and the manager provides commentary, as needed.

Briefly describe your top five accomplishments or successes over the last year of which you are particularly proud and worked out really well.

Briefly describe the one to two goals or projects that did not go as planned. In hindsight, what did you learn?

What are your three to five top priorities and goals for next year (in priority order)? *Please Note: Be sure these are devised according to what you have identified as crucial opportunities or challenges in your area and how they support or advance the college's master and strategic plans.*

What professional skills would you like to continue to develop in your role or that support the mission and vision of the college?

How can your leader help you accomplish your goals for Collin College and our students? *Note: Please identify any issues with which your leader may assist you.*

Competencies Section

The manager rates the employee on each competency using the following rating scale:

Meets Expectations: *Successfully performs the essential job functions and effectively demonstrates competencies and core values. Performance is satisfactory in all major respects such as quality, timeliness, results, etc.*

Exceeds Expectations: *Performance clearly and consistently exceeds job expectations. Initiates and completes exceptional work beyond job functions or demonstrates competencies and core values in an outstanding manner.*

Needs Improvement: *Performance of essential job functions is ineffective or problematic. Inconsistent demonstration of competencies and core values. Employee may not be engaged and/or is not contributing to the job or the organization. Goals for improvement should accompany this appraisal to clearly identify.*

The system requires that all ratings have text in the comment boxes. If a rating of "Meets Expectations" is given, you may type "N/A" if you do not have additional comments. Commentary is necessary for any rating of "Needs Improvement" or "Exceeds Expectations."

Performance of Job Duties

Demonstrates understanding of the job requirements and effectively applies that knowledge; follows processes and procedures; maintains skills and technical knowledge to perform competently.

Communications (internal, external, and customer service)

Shares ideas and information in a clear, concise, and effective manner in writing and in speaking; listens effectively; safeguards sensitive or confidential information from intentional or unintentional disclosure; identifies constituents' needs and expectations; meets customer needs and is able to overcome barriers to ensure commitments to internal and external customers/clients are met on time.

Exercising of Good Judgment, Decision Making, and Problem Solving

Defines the situation and decision to be made; identifies important criteria, adhering to data to drive effective decisions; sets priorities; keeps current with emerging trends; considers possible choices and potential consequences; selects appropriate solutions; engages others as appropriate.

Initiative

Recognizes needs and initiates actions; contributes new ideas or methods; seeks innovative means to improve quality; seeks new challenges.

Demonstration of Core Values

Represents the college in a positive, professional manner consistent with the core values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity.

Effective Talent Management (hiring, managing, performance monitoring, development, coordination, and succession planning)

Understands and adheres to the college's policies and procedures for hiring staff and faculty; fosters a productive work environment to enable employee success and training for career development; manages behavior/performance issues early and completely with coaching and feedback; provides recognition for excellent performance; builds high-performing teams to align with the district's succession planning needs.

Collaboration

Builds high-performing teams and directs their work in the most productive ways; establishes high standards of professional performance; positively motivates team members to achieve or exceed goals; is easy to approach with ideas and opinions.