

## Western Iowa Tech Community College Administrative Performance Evaluation

NAME: \_\_\_\_\_ DATE OF EVALUATION: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PERIOD OF EVALUATION: \_\_\_\_\_

Levels of Performance: E= Excellent A=Acceptable, NI= Needs Improvement, U= Unacceptable  
Comments are required in all areas as they are essential in evaluating employee performance.

1. **TRANSFORMATION:** Advances the strategic goals and objectives of the College; plans, organizes, and anticipates problems; initiates new innovative ideas; promotes and implements changes and processes.

E	A	NI	U

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

2. **ENGAGEMENT:** Demonstrates leadership qualities; makes good decisions according to College policies and procedures; keeps current in area of assignment; seeks out additional responsibilities.

E	A	NI	U

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

3. **COMMUNITY:** Values and promotes the development of departmental employees; promotes internal and external customer service initiatives; participates in professional organizations.

E	A	NI	U

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

4. **HARMONY:** Values people, respects human rights; communicates effectively in oral and written communication; flexible and receptive to new ideas.

E	A	NI	U

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

**GOALS and ACCOMPLISHMENTS:** Employee should prepare and attach to this evaluation a list of the past year’s accomplishments and professional development activities, and their goals for the coming year.

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL OVERALL STATEMENT** - Strengths and areas for improvement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator’s Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature acknowledges review of this evaluation, but not necessarily agreement with its content. A copy of this completed evaluation will be placed in the employee’s personnel file and a copy will be given to the employee. The employee may file, and have attached hereto, any comments regarding this evaluation. Such comments must be filed within ten (10) working days of this evaluation meeting by submitting them to the Dean of Human Resources, with a copy to the evaluator.*

## Our Values



**Transformation**  
Better Lives. Transforming lives through quality education and commitment to community.



**Engagement**  
Better Learning. Engaging individual learning enhanced by technology and real-world experiences.



**Community**  
Better Together. Joining our collective strengths to drive innovation and progress.



**Harmony**  
Everyone Better. Embracing a diverse and inclusive environment which welcomes, respects, and values all.