

**Gettysburg College**

**Administrative Annual Performance Evaluation**

**NAME: DATE:**

**Section 1 (Employee Section) DATE OF HIRE:** \_\_\_\_\_

**To be completed by you and returned to your supervisor 72 hours before your conference meeting.**

**1. JOB DESCRIPTION:**

- A. Please attach a copy of your most recent job description.
- B. Please attach a copy of your goals for the past year.

**2. SKILLS:**

- A. What skills do you have that could be more effectively utilized by your department?
- B. How can the College help you achieve your professional objectives?

**3. ACHIEVEMENTS:** What were your major accomplishments during this evaluation period? Include such items as maintenance of good practices, program initiative(s), completion of projects, new initiatives, improvement of existing programs or procedures, cost and/or timesaving and special recognition from colleagues (internal and external), students and alumni. Refer to the written goals agreed upon by you and your supervisor.

**4. AREAS FOR IMPROVEMENT/GROWTH:** In what areas could you improve?

**5. COLLEGIALITY AND COOPERATION:** Discuss your efforts to communicate with peers, subordinates, students and the campus community; encourage a team approach; motivate and cooperate with individuals outside the department.

\_\_\_\_\_

\_\_\_\_\_

**Page Two**

**Section 1 (Employee's Section)**

**Administrative Performance Appraisal**

**6. PROFESSIONAL DEVELOPMENT:** Discuss areas which you have pursued that provided career/professional development (and in your area of expertise) including: continuing education for an advanced degree; attending workshops, seminars and related programs.

**7. GOALS:**

A. What are your goals and objectives for the coming year? (Consider programs/projects to increase your effectiveness and improve the operations of your department)

B. How can the College and your supervisor help you achieve these goals?

C. What new ideas or suggestions do you have?

**8. COMMENTS/QUESTIONS:** Do you have any comments, questions or suggestions regarding:

A. Your job responsibilities;

B. Departmental policies;

C. College policies and procedures;

D. The role your department/division plays in furthering the goals of the institution?

**Gettysburg College**

**Performance Evaluation Tool**

**Administrators**

**NAME: DATE:**

**Section 2 (Supervisory Section)**

**To be completed by the Supervisor after receipt of Section 1.**

1. Comment on the employee's major accomplishments during the evaluation period.

2. Comment on any areas for improvement/growth for the employee

3. Comment on the employee's efforts to:

A. Communicate with peers, subordinates, students and the campus community;

- B. Encourage a team approach;
  - C. Motivate/assist in the development of others;
  - D. Cooperate with individuals inside and outside the department.
4. Comment on the extent to which the employee has a clear understanding of the mission of the college and the role that his/her department/division plays in furthering the goals of the institution.

---

**Page Two**

**Section II (Supervisor's Section)**

**Administrator Performance Appraisal**

- 5. How can you help the employee achieve his/her professional objectives?
- 6. Comment on the employee's goals and objectives for next year.
  - A. What goals would you like the employee to accomplish?
  - B. What additional skills or improvement in skills are needed to achieve these goals?
- 7. Respond to comments, questions and suggestions on departmental policies and procedures and job responsibilities.

---

Employee's Signature      Supervisor's Signature

Reviewed By: \_\_\_\_\_

Division Head's Signature