

SOUTHERN UNION STATE COMMUNITY COLLEGE  
Director Evaluation / Supervisor

Form A

Name:

Year:

Date:

The following is a request for information that will assist your supervisor in the development of your annual evaluation. Please respond to the following items and return them to your supervisor. Following receipt of your information, your supervisor will contact you for an agreement on a time for your evaluation interview if applicable.

**I. Goals/Objectives**

A. Describe your goals/objectives and accomplishments for the past year.

B. Describe your goals/objectives for the coming year.

**II. Professional Development/Achievements**

A. List professional organizations in which you are a member and leadership roles, etc.

B. List professional activities, seminars, and/or courses you have attended.

**III. Service**

A. List service for the Institutional and Alabama Community College System Committees, and other.

**SOUTHERN UNION STATE COMMUNITY COLLEGE**  
**Director Evaluation / Supervisor**

**Department:**

Space is provided below for self-evaluation by the employee and performance evaluation by the supervisor. Please check the rating box which you believe most accurately reflects performance for the respective category. Checking "Exceeds Expectations" or "Needs Improvement" requires an explanation and/or guidance. Use the back of the page to write explanations and comments.

**Employee Section**

**Supervisor Section**

<b>1. <u>Establishes goals/objectives within the department that support the College's mission.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. <u>Demonstrates effective leadership in the administration of the department.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. <u>Performs essential functions and other job related responsibilities effectively.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. <u>Follows Board and College Policies.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. <u>Gives firm direction when needed and delegates appropriately.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. <u>Resolves conflicts in a constructive way.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>7. <u>Takes action to achieve goals beyond what is required and shows evidence of seeking to improve professionally.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<b>8. <u>Supports and fosters the use of changing technologies to improve department.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
<b>9. <u>Maintains a professional and cooperative attitude in working with other departments.</u></b>								
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply		Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

**ACKNOWLEDGEMENT:**

By typing your name and clicking on the Acknowledgement check box below you acknowledge that you have read and discussed this evaluation with your supervisor. This acknowledgement does not imply agreement with the evaluation. (The information submitted and any responses will be placed into the individual's personnel file.)

**Employee Acknowledgement:**

**Employee:**

**Date:**

**Supervisor Acknowledgement:**

**Supervisor:**

**Date:**