

MANAGEMENT EVALUATION FORM

Manager Evaluated	Title
Evaluator	Title

A. INSTRUCTIONS: Definitions for performance level degrees:

5. Performance is exceptional. Meets definition as stated in #4 but has also demonstrated outstanding success in meeting a specific mission of the district. (Appraisal Factor #5 requires justification comments – see Section C)
4. Performance is above average, showing consistent and important contributions which exceed expectations in this position.
3. Performance shows satisfactory attainment of the principle objectives expected in this position.
2. Performance has not reached a satisfactory level and is below average because of a specific deficiency.
1. Performance shows more than one deficiency which seriously interferes with the attainment of the expected objectives of the position. (Appraisal Factor #1 requires justification comments – see Section C)

B. PERFORMANCE CRITERIA

PERFORMANCE LEVEL
1 2 3 4 5

	1	2	3	4	5
1 Demonstrates effective time management					
2 Demonstrates decisiveness with good judgment					
3 Demonstrates professional growth					
4 Demonstrates effective working relationships with peers, subordinates and superiors					
5 Demonstrates effective leadership qualities					
6 Demonstrates ability to function as a team member					
7 Takes initiative in accomplishing organizational goals					
8 Demonstrates creativity in problem solving					
9 Promotes effective use of fiscal resources					
10 Completes administrative assignments on time					
11 Demonstrates integrity					

Overall Evaluation (Circle One):

- Exceptional
- Above Average
- Satisfactory
- Less Than Satisfactory
- Deficient

