

GLENDALE COMMUNITY COLLEGE DISTRICT

Management / Administrator Evaluation Staff Opinion Survey

Manager / Administrator: _____ Survey Date: _____

Position: _____

Please record your response to the survey by making an "x" in the appropriate box and providing comments where requested, particularly if you note an area for improvement or an area where performance exceeds standard Responses to this electronic survey will be collated and viewed by the person being evaluated and the person's supervisor. Individual surveys will not be available to the person being evaluated.

Your fair and thoughtful responses will be of assistance in helping achieve a systematic assessment of effectiveness and encouragement for improvement of managers and administrators in the performance of their duties and assignments.

	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree	Not Able to Observe
LEADERSHIP					
1. Practices effective planning, budgeting and organizing skills.					
2. Demonstrates the ability to facilitate conflict resolution.					
3. Helps create a climate of support for innovation, new approaches, and new ideas.					
4. Knowledge of the current issues, methods, policies, and practices related to the assignment.					
5. Anticipates problems / facilitates development of solutions to those problems.					
6. Participates in activities that promote professional growth and development.					
7. Demonstrates a commitment to student success.					
8. Demonstrates knowledge of, commitment to, and productivity regarding institutional effectiveness initiatives (e.g. accreditation, learning outcomes assessment, planning) as appropriate to the job position.					

Comments:

		1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree	Not Able to Observe
EMPLOYEE RELATIONS						
9.	Demonstrates the ability to motivate and recognize accomplishments of staff and colleagues.					
10.	Demonstrates effective team-building skills.					
11.	Is accessible to others.					
12.	Demonstrates the ability to develop the skills of staff and colleagues.					
13.	Demonstrates the ability to work cooperatively and harmoniously with staff and/or students (as applicable).					
14.	Demonstrates a commitment to diversity.					
15.	Establishes a service orientation to those who are directly affected by the office.					

Comments:

COMMUNICATION						
16.	Encourages openness and two-way communication.					
17.	Demonstrates effective listening skills.					
18.	Provides clear direction, expectation and feedback to staff and colleagues as projects / activities progress.					
19.	Demonstrates effective verbal and written communications skills.					
20.	Develops effective timelines, meets deadlines, and prepares accurate reports and records appropriate to the operation of the unit. Assists, staff, as appropriate, to do the same.					
21.	Responds promptly and effectively to phone or email messages.					

Comments:

MANAGEMENT QUALITIES						
22.	Demonstrates good judgement and common sense in dealing with non-routine and unanticipated situations.					
23.	Demonstrates the ability to arrive at sound decisions based on available data.					
24.	Produces work products of high quality.					
25.	Demonstrates stability in mentally and emotionally stressful situations.					
26.	Demonstrates effective time-management and priority-setting skills.					
		1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree	Not Able to Observe
27.	Demonstrates an appropriate balance between the operational responsibilities and the innovative responsibilities of current assignment.					
Comments:						

Other Comments:

Employment status of respondent

Classified Confidential Faculty Manager/Administrator Other _____

Name (optional) _____ (will only be seen by evaluating administrator)