

6.1.2.2

Issued: October 29, 1999

**BREWTON-PARKER COLLEGE  
ADMINISTRATIVE EVALUATION FORM**

SUPERVISOR NAME \_\_\_\_\_ POSITION \_\_\_\_\_

Rating scale:

5                      4                      3                      2                      1  
Excellent      Above Average      Average      Below Average      Poor

	5	4	3	2	1
Productivity					
Quality of Work					
Organizing and Planning					
Reaction to Problems					
Punctual in Meeting Deadlines					
Knowledgeable					
Communication Skills					
Cooperation					
Confidence					
Positive Attitude					
Professional Development					
Patience					
Efficiency					
Dependability					
Courtesy					
Honesty					
Adaptability					
Motivation					
Understanding					
Effectiveness					
Loyalty					
Attendance					
Tact and Diplomacy					

Total Score \_\_\_\_\_ ÷ 23 = Average Score \_\_\_\_\_

Evaluated by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Contact for Interpretation: President

\_\_\_\_\_  
This policy statement supersedes all previous  
policy statements on this subject.