

BREWTON-PARKER COLLEGE**ADMINISTRATIVE EVALUATION FORM DESCRIPTIONS****RATING SCALE:**

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

Excellent:	Performing criteria of job description above and beyond the call of duty.
Above Average:	Performing criteria of job description well and taking on extra responsibility when asked.
Average:	Meeting criteria of job description efficiently.
Below Average:	Needs some improvement.
Poor:	Not fulfilling requirements of job description.

1. Productivity: produces a volume of work and assumes the appropriate workload consistent with established departmental standards.
2. Quality of Work: standards set for job performance are regularly achieved or demonstrated; accuracy of details is high; finished project is rated high by others.
3. Organizing and Planning: takes time to plan; sets goals, objectives and tasks; establishes priorities; stays on task; handles multiple tasks simultaneously.
4. Reaction to Problems: identifies, analyzes, and acts on problem situations within realm of authority; avoids complaining openly in the office, settles problems within the office and institution, does not broadcast problems of the institution "on the street."
5. Punctual in Meeting Deadlines: complies with approved work schedule hours; able to complete task within a specified time frame; does not procrastinate.
6. Knowledgeable: competent in job-related subject area; demonstrates knowledge and expertise in completing assignments and projects.
7. Communication Skills: effective presenter of ideas; writes well; correct use of grammar, spelling and punctuation; organizes subject matter content clearly, logically and is creative.
8. Cooperation: willing to help and work with others; tries to be amicable to everyone; treats others as they would like to be treated; does not gossip at the office or outside about others.
9. Confidence: self-assured in his/her knowledge and ability to complete the tasks assigned to him/her; conveys this attitude to others.
10. Positive Attitude: has a pleasant disposition and good spirit; enthusiastic; upbeat; cheerful.

11. Professional Development: seeks new opportunities to increase knowledge, understanding and skills related to job descriptions through reading professional publications, training, and attending meetings, seminars, or workshops.
12. Patience: is calm and able to delay needs on occasion; controls temper when dealing with the shortcomings or demands of others; attitude is displayed openly with College friends, alumni and fellow workers.
13. Efficiency: uses his/her best effort to correctly complete a task within the specified time frame; makes best use of time, materials and financial resources available.
14. Dependability: can be counted on to do the job; others have confidence that they will complete a task assigned to them according to the criteria designated for the project.
15. Courtesy: uses proper etiquette and good manners in every situation; treats everyone, students, employees, alumni and friends of the College, with respect.
16. Honesty: tells the truth, admits mistakes and takes steps to correct them.
17. Adaptability: willing to accept change; adjusts to differences brought about by changes in job procedures, work assignments and priorities as directed.
18. Motivation: expresses interest in the operation of the entire department and independently seeks out and relates information which will improve the employee's skills and the operation of the department; acts willingly on his/her own without prompting from supervisor(s); initiates action, does not procrastinate.
19. Understanding: accepts the strengths and weakness in others; has compassion, empathy or shows sympathy, realizes that nothing is perfect and is able to see beyond problems; realizes that other people have their own set of problems too, which may effect the way they act at work.
20. Effectiveness: work done makes a difference; stated performance outcomes are essential, significant and worthwhile.
21. Loyalty: has the best interest of the institution, department and fellow employees; supportive of goals and actions that are honest and fair to others; speaks well of others and avoids disrespectful gossip.
22. Attendance: is present at work daily on scheduled work hours; seldom late to work or leaves early; misses few work days each year due to illness or personal matters; schedules vacation leave well in advance.
23. Tact and Diplomacy: has the ability to deal with problems related to students, parents, donors, friends of the College, potential students, fellow employees of the College and others without getting angry or causing the other party to get angry; handles crisis situations with even-handedness and objectivity; presents a positive image of the College in all situations.

Contact for Interpretation: President's Office

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