



Performance Evaluation (Comprehensive) PEER/SUPERVISED EMPLOYEE FEEDBACK QUESTIONNAIRE

TO: PARTICIPANTS IN MANAGEMENT FEEDBACK

FROM: _____, Evaluator

RE: PERFORMANCE EVALUATION OF: _____

EVALUATION PERIOD FROM JULY 1, _____ TO JUNE 30, _____

The San Mateo County Community College District promotes and supports appropriate leadership and management skills in order to improve the overall operation of the organization, to assist the manager in the growth and development of professional abilities, and to identify areas of strength and challenge.

As someone closely associated with the manager being evaluated, you are being asked to provide feedback related to that manager's job performance. Please review the attached form carefully and then indicate the rating that best reflects your assessment of the manager's performance for each criterion. An optional comment section is provided for each skill area. At the conclusion of the form, you will be able to indicate areas of strength and provide suggestions for improvement.

You must sign below when submitting your response. **The confidentiality of your responses will be maintained throughout this process. This cover sheet is the only page that identifies you and it will be discarded after the Evaluator has reviewed your responses.** No individual responses will be shown to the manager whose performance is being evaluated. The Evaluator will only provide the manager with a summary of the responses of those who participate.

Please return the completed questionnaire with this signed cover sheet to me by **May 1, _____** *

Name Signature Date

My Classification: Manager Faculty Classified Staff Other: _____

I interact with the management employee: Daily Weekly Monthly Less often

I do not wish to participate in this process because: _____

**If this questionnaire is completed via online survey, there is no need to return any paperwork.*



**Management Performance Evaluation (Comprehensive)
PEER/SUPERVISED EMPLOYEE FEEDBACK QUESTIONNAIRE**

EMPLOYEE BEING EVALUATED: _____

EVALUATION PERIOD FROM JULY 1, _____ **TO JUNE 30,** _____

**YOUR RESPONSES ARE CONFIDENTIAL. ONLY A SUMMARY OF THE RESULTS
WILL BE SHARED WITH THE EMPLOYEE BEING EVALUATED.**

Performance Evaluation Key:

S: Superior **EE:** Exceeds Expectations **ME:** Meets Expectations **NI:** Needs Improvement **U:** Unsatisfactory **NA/O:** Not Applicable/Observed

	S	EE	ME	NE	U	NA/O
1. Articulates and works toward the shared mission, vision, and values of the District/college.						
2. Supports and contributes to maintaining high standards of integrity in recruitment, hiring, reward, and performance management systems and the professional development and advancement of employees.						
3. Inspires, empowers and/or supports staff, individually or in groups, to contribute to desired outcomes of the division, department, or work unit.						
4. Values the richness of diversity and creates an inclusive environment.						
5. Builds trust among colleagues by being honest, ethical, and transparent.						
6. Shares successes with others and takes responsibility for failures.						
7. Has the ability to understand, communicate with and effectively interact with people across cultures and diverse abilities.						
8. Is sensitive to different communication styles and creates a non-judgmental atmosphere by using respectful, tactful, personable, and non-defensive language.						
9. Works effectively and encourages collaboration among work units and reduces unproductive competition to reach institutional goals.						
10. Keeps constituency groups informed on critical issues that may impact their work.						
11. Acts as a facilitator when solving shared problems and identifying important elements and challenges using available data and input from stakeholders. Ensures each stakeholder is given equal opportunity to provide input.						

**Management Performance Evaluation (Comprehensive)
PEER/SUPERVISED EMPLOYEE FEEDBACK QUESTIONNAIRE**

12. Works to establish and maintain mutually advantageous relationships with others by promoting the benefits of collaboration.						
13. Shares knowledge by assisting others with work-related problems or issues.						
14. Listens carefully and accepts feedback.						
15. Communicates with clarity in written communications.						
16. Communicates with clarity in oral communications.						
17. Maintains employee confidentiality and is trusted by employees.						
18. Maintains a safe working environment and expects employees to strictly adhere to safety standards.						
19. Uses a de-escalation oriented conflict resolution approach in the face of increased pressure, competing priorities, and internal tensions in the organization.						
20. Schedules and conducts effective meetings.						
21. Demonstrates a thorough understanding of the practices, ideas, or concepts associated with their area of responsibility.						
22. Knows how processes and systems interrelate with one another and coordinates efforts with other leaders to avoid duplication or conflict.						
23. Supports a culture of innovation in meeting goals, improving systems and processes, solving problems and managing needed change in the organization.						



**Management Performance Evaluation (Comprehensive)
PEER/SUPERVISED EMPLOYEE FEEDBACK QUESTIONNAIRE**

OVERALL OBSERVATIONS

What do you consider to be the Manager's greatest strengths?

In what areas do you think the Manager could improve? How might the Manager improve in these areas?

THE CONFIDENTIALITY OF RESPONSES WILL BE MAINTAINED. ONLY A SUMMARY OF THE RESULTS WILL BE SHARED WITH THE EMPLOYEE BEING EVALUATED.