



## VASSAR COLLEGE

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### Administrator Performance Review

**Administrator's Name:** \_\_\_\_\_

**Position and Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Period covered by this review:** \_\_\_\_\_

Vassar College encourages regular communication between administrators and their immediate supervisors on goals, accomplishments, and areas for greater focus or improvement. This form is meant as a foundation for an annual discussion of performance. Administrators are encouraged to complete the "Optional Self Review and Response" form.

#### **Areas for Discussion** (to be completed by the supervisor)

◆ **Job Knowledge**

(Knowledge of the professional field and of Vassar College policies and procedures)

◆ **Quality Of Work During This Time Period**

(Consider characteristics such as the ability to set priorities, to be timely, accurate and consistent)

◆ **Communication**

(Effectively communicates with others in writing and speaking, listens carefully, represents the College well in internal and external communications)

◆ **Innovation**

(Willingness to try new and different approaches to reach department goals, uses creativity, imagination and information to develop ideas)

◆ Working Relationships/Teamwork

(Maintains strong working relationships inside and outside the department, is considered a strong member of cross functional teams, respects and assists co-workers in achieving their goals)

◆ Supervision -For Those Who Supervise Others

(Does the administrator effectively manage the department, demonstrate leadership, and provide opportunity for development for department members?)

◆ Summary of Overall Performance

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Reviewer's Signature

Date

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**Acknowledgement of Receipt**

The signature indicates that the Administrator has read and had an opportunity to discuss the review with the Reviewer. Administrators are encouraged to complete the optional Self Review and Response which will be placed in the individual's permanent file in Human Resources.

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Administrator's Signature

Date