Gettysburg College 3 Month Performance Evaluation Tool Administrators

NA	AME:	DATE:
1.	Comment	on the employee's major accomplishments during the evaluation period.
2.	Comment	on any areas for improvement/growth for the employee.
3.	Comment	on the employee's efforts to:
	A.	Communicate with peers, subordinates, students and the campus community;
	B.	Encourage a team-approach;
	C.	Motivate/assist in the development of others;
	D.	Cooperate with individuals inside and outside the department;
co		on the extent to which the employee has a clear understanding of the mission of the e role that his/her department/division plays in furthering the goals of the

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5.	As the superv	isor, do you recomme	end the retention	on of this employee?	If not, please explain.		
6.	Comment on the employee's goals and objectives for next year.						
	A. W	hat goals would you	like the emplo	yee to accomplish?			
	B. W these goa	hat additional skills o	or improvemen	t in skills are needed	I to achieve		
and	l job responsil		nd suggestions	on departmental pol	icies and procedures		
Em	ployee's Sign	ature		Supervisor's Signatu	re		
Re ^v jdn	viewed By:	Division Head's	Signature				