

President's Evaluation of the Vice-President of

Vice-President: [Redacted]

Semester: Spring 2015

Date 1-26-15

Instructions: Ratings are to be based on the President's perception of the dean's level of performance.

0		No opportunity to observe
1	Unsatisfactory	Does not meet minimum objectives
2	Fair	Sometimes meets objectives
3	Average	Meets minimum objectives
4	Good	Sometimes goes beyond objectives
5	Excellent	Clearly outstanding—goes beyond the objectives


-
- 4 1. Is effective in carrying out the duties of his/her position. *your goals to streamline process and remove inefficiencies have moved the college forward.*
 - 4 2. Understands and implements college policies, processes and philosophy. *Continued your work.*
 - 5 3. Encourages a productive and mutually supportive atmosphere throughout the College. *You and Margot are working very hard to bring your two units to working closer together. It makes a difference.*
 - 4 4. Assists each Division Chairperson/Director/Coordinator in the development and maintenance of budgetary matters and discusses budgetary priorities with them.
 - 4 5. Organizes and disseminates information appropriately.
 - 4 6. Is willing to make decisions that may be unpopular but in the best interest of the overall program.
 - 4 7. Is able to communicate effectively with college personnel.
 - 4 8. Assigns work fairly.
 - 4 9. Is fair and objective in matters having to do with salaries, evaluations, renewal, promotion and tenure.
 - 4 10. Is available for consultations when needed.
 - 4 11. Recognizes and compliments faculty, professional non-faculty and staff on jobs well done.

- 4 12. Discusses with the president members under his/her supervision who need improvement.
- 4 13. Leads others by example rather than resorting to authority.
- 4 14. Involves others in the decisions that affect them.
- 4 15. Tolerates differences and considers other viewpoints.
- 4 16. Gives constructive criticism in a positive manner.
- 4 17. Uses tact and diplomacy in working relationships.
- 4 18. Is willing to help other administrators, faculty, and staff in personal matters.
- 4 19. Responds constructively to students referred by faculty members for advice or assistance.
- 4 20. Makes fair and sound judgements regarding his/her areas of responsibility.
- 5 21. Is effective in establishing and maintaining high morale among his/her staff.
- 4 22. Explains the basis for his/her actions and decisions.
- 4 23. Is flexible in his/her approach to problem solving.
- 4 24. Is open to suggestions and constructive criticism intended to improve his/her effectiveness.
- 5 25. Is calm, self-assured and poised.
- 5 26. Seems to enjoy his/her work.

Comments: Great job. You have stepped up and taken ownership of Salscore compliance work.



11/27/2015
Date


President

1-26-15
Date

SOUTHWEST TEXAS JUNIOR COLLEGE
EMPLOYEE PERFORMANCE EVALUATION

Name: _____

Date: 5/5/2014

Position: HR DIRECTOR

Department: HR

Instructions: The immediate supervisor will evaluate the employee objectively, comparing the employee with other personnel assigned the same or similar jobs, or by individual standards.

Relations with others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

Attitude - Application to work

- Outstanding in enthusiasm
- Very interested and industrious
- Satisfactory in diligence and interest
- Somewhat indifferent
- Definitely not interested

Judgment

- Exceptionally mature
- Above average in making decision
- Makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

Dependability

- Completely dependable
- Above average in dependability
- Dependable
- Sometimes neglectful or careless
- Unreliable

Ability to learn

- Outstanding
- Learns quickly
- Satisfactory in learning
- Rather slow to learn
- Very slow to learn

Quality of work

- Excellent
- Very good
- Satisfactory
- Needs improvement
- Unsatisfactory

Punctuality

- Excellent
- Very good
- Satisfactory
- Needs improvement
- Unsatisfactory

Attendance

- Excellent
- Very good
- Satisfactory
- Needs improvement
- Unsatisfactory

Overall performance

- Excellent
- Very good
- Satisfactory
- Needs improvement
- Unsatisfactory

Comments: One of our new strategic goals is to create an integrated HR environment and I would like to see [redacted] working toward that. [redacted] has learned quite a lot about HR in the last few years - would like him to continue broadening that base and improving Action Plan/Professional Development: his relationship + contact with P.D. Be involved in everything that TASB has to offer! See attached

I understand my signature indicates that I have been personally evaluated on my performance. It does not, however, indicate my agreement/disagreement with the evaluation.

Anne H. Tauski
Supervisor's Signature

[redacted signature]
Employee Signature

5/5/2014
Date

SOUTHWEST TEXAS JUNIOR COLLEGE
Staff Performance Evaluation

Employee Name: [REDACTED] Date: 4/19/2011

Department: BUSINESS OFFICE Job Title: AIR CLERK

Date Employee began present position: _____

JOB KNOWLEDGE/PERFORMANCE

Exceed Requirement Meets Requirement Needs Improvement

1. Possesses a clear knowledge of the responsibilities and tasks of the job.
2. Performs duties in an accurate, thorough, effective manner.
3. Requires minimal supervision and direction.
4. Meets schedules and deadlines
5. Accepts responsibility
6. Displays a courteous and helpful attitude towards students and faculty
7. Is willing to learn new concepts and procedures

Exceed Requirement	Meets Requirement	Needs Improvement
	✓	
	✓	
	✓	
	✓	
	✓	
	✓	
	✓	

Comments: learning at a fast pace
pace

DEPENDABILITY

1. Observes scheduled work hours
2. Does not abuse sick leave
3. Does not take extensive breaks
4. Limits personal telephone calls

	✓	
	✓	
	✓	
	✓	

Comments: _____
