NAME OF PERSON BEING EVALUATED: ________________________________

DIRECTIONS: The following is a list of personal and professional qualities considered to be desirable in college personnel.
You are asked to rate the faculty from 1 to 5 on each of these qualities.
Circle or indicate your assessment in each applicable category.
Circle or indicate "Not Applicable" if you feel you are not able to assess that area.

Please note that an overall evaluation of __________________ is also requested.

Please return the completed evaluation ATTN: _____________ in Mailbox ___ or email it to me at ________@hawaii.edu no later than _______________. Mahalo.

ASSESSMENT RATING: RATING
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<POOR - EXCEPTIONAL>

A. PROBLEM SOLVING AND ANALYSIS ABILITIES
Description: Ability to identify problem clearly and concisely; seeks out relevant data; analyzes complex information; determines important elements of a problem situation; and uses initiative and creativity as a “Problem Solver.”

B. USE OF JUDGMENT
Description: Identifies relevant educational need; sets priorities; reaches logical conclusions; makes high-quality decisions based on available information; and exhibits good “common sense.”

C. ORGANIZATIONAL ABILITIES
Description: Plans, schedules and controls work of others effectively and efficiently; uses resources in an optimal fashion; deals with a volume of paperwork and heavy demands on one’s time.
D. DECISIVENESS

NA 1 2 3 4 5

Description: Recognizes when a decision is required and makes it; and acts expeditiously.

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E. LEADERSHIP

NA 1 2 3 4 5

Description: Recognizes when a group requires direction; gets others involved in solving problems to interact effectively as a group; guides a group to the accomplishment of a task; and inspires confidence in others.

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F. RELATIONS WITH OTHERS

NA 1 2 3 4 5

Description: Perceives needs, concerns, and personal problems of others; is tactful in dealing with persons from different backgrounds; know what information to communicate and to whom; is responsive to concerns of faculty; is concerned about the staff development and career-pathing of subordinates; is accessible to faculty; and engenders respect from faculty.

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G. WORK HABITS

NA - 1 2 3 4 5

Description: Completes work activities in a timely and high quality manner; works on projects and activities to completion and/or resolution of problem or project; and willingly participates in activities to improve the campus/CC.

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H. PERSONAL MOTIVATION

NA 1 2 3 4 5

Description: Takes personal satisfaction in work; achieves in activities attempted; and is self-motivating.

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I. **EDUCATIONAL VALUES**

Description: Possesses a well-rounded education; evidences a philosophy of education; receptive to change and new ideas; and keeps up with current educational issues.

J. **STRESS TOLERANCE**

Description: Performs effectively under pressure and opposition; and thinks on one’s feet.

K. **ORAL AND WRITTEN COMMUNICATION SKILLS**

Description: Makes a clear oral presentation, using ideas and facts; and writes effectively and clearly.

L. **PLANNING**

Description: Is able to forecast, anticipate and project future activities based on available trends; and identifies short-term and long-term needs and plans for them.

M. **TEAMWORK**

Description: Is able, willing and effectively functions as a member of the “team” at the UH System-wide level; at the CC System-wide level; and at the campus level.
Please provide a narrative assessment covering the following factors: 1) statement of overall effectiveness in carrying out duties and responsibilities; 2) assessment of their ability to work as part of the management team; 3) highlight significant accomplishments and deficiencies.

OVERALL RATING

_____ Unsatisfactory  _____ Satisfactory  _____ Very Good  _____ Exceptional

Comments:

Evaluator Signature: ____________________________ Date (optional)