



PUC Directors/Managers Evaluation 20__ to 20__

Part I – Employee Assessment

Instructions: Please circle the appropriate score for each of the performance and behavior metrics below. **1** = Poor, **2** = Fair, **3** = Good, **4** = Excellent, **N** = Not Observed

Leadership Effectiveness

Provides leadership in developing, communicating, and implementing organizational goals.	1	2	3	4	N
Inspires others to do their best.	1	2	3	4	N
Delegates responsibilities appropriately.	1	2	3	4	N
Builds teamwork among colleagues and subordinates.	1	2	3	4	N
Keeps current regarding trends in higher education, and areas of expertise.	1	2	3	4	N
Other:	1	2	3	4	N

Decision Making and Problem Solving

Consults with appropriate individuals before making decisions.	1	2	3	4	N
Gathers information needed for sound decision making.	1	2	3	4	N
Considers alternative solutions to challenges, before making a decision.	1	2	3	4	N
Makes sound decisions in a timely manner.	1	2	3	4	N
Stays informed of industry trends to make effective strategic decisions.	1	2	3	4	N
Other:	1	2	3	4	N

Leading Faculty, Staff, and Students

Is accessible to faculty, staff, and students.	1	2	3	4	N
Communicates well. Listens carefully, and asks questions when needed.	1	2	3	4	N
Creates a climate of respect and high morale.	1	2	3	4	N
Promotes an environment that supports and develops faculty, staff, and students.	1	2	3	4	N
Recognizes and rewards accomplishments of outstanding faculty, staff, and students.	1	2	3	4	N
Other:	1	2	3	4	N

Managing the Organization

Assigns work effectively and fairly.	1	2	3	4	N
Manages responsibilities in a fiscally responsible manner.	1	2	3	4	N
Communicates performance and behavior expectations clearly.	1	2	3	4	N
Effectively recruits and selects appropriately qualified staff.	1	2	3	4	N

Ensures that staff have the resources they need to be successful in their job.	1	2	3	4	N
Other:	1	2	3	4	N

Internal / External Relations

Professionally represents the college on campus, and in the community.	1	2	3	4	N
Is involved in both on-campus and off-campus activities.	1	2	3	4	N
Encourages partnerships with the community, industry, and other educational institutions.	1	2	3	4	N
Other:	1	2	3	4	N

Other Leadership Skills

Leads with an expressed commitment to Jesus Christ and the mission of the SDA Church.	1	2	3	4	N
Advances the mission of the SDA Church & PUC, through exemplary performance/behavior.	1	2	3	4	N
Other:	1	2	3	4	N

Goal Outcomes

Performance Goals	Description of Goals	Outcome of Goals
Goal #1		
Goal #2		
Goal #3		



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Professional Development Goals	Description of Goals	Outcome of Goals
Goal #1		
Goal #2		
Goal #3		

Comments on Overall Performance and Effectiveness

Employee Name

Employee Position

Employee Signature

Date

Part II – Supervisor Assessment

Instructions: Please circle the appropriate score for each of the performance and behavior metrics below. **1** = Poor, **2** = Fair, **3** = Good, **4** = Excellent, **N** = Not Observed

Leadership Effectiveness

Provides leadership in developing, communicating, and implementing organizational goals.	1	2	3	4	N
Inspires others to do their best.	1	2	3	4	N
Delegates responsibilities appropriately.	1	2	3	4	N
Builds teamwork among colleagues and subordinates.	1	2	3	4	N
Keeps current regarding trends in higher education, and areas of expertise.	1	2	3	4	N
Other:	1	2	3	4	N

Decision Making and Problem Solving

Consults with appropriate individuals before making decisions.	1	2	3	4	N
Gathers information needed for sound decision making.	1	2	3	4	N
Considers alternative solutions to challenges, before making a decision.	1	2	3	4	N
Makes sound decisions in a timely manner.	1	2	3	4	N
Stays informed of industry trends to make effective strategic decisions.	1	2	3	4	N
Other:	1	2	3	4	N

Leading Faculty, Staff, and Students

Is accessible to faculty, staff, and students.	1	2	3	4	N
Communicates well. Listens carefully, and asks questions when needed.	1	2	3	4	N
Creates a climate of respect and high morale.	1	2	3	4	N
Promotes an environment that supports and develops faculty, staff, and students.	1	2	3	4	N
Recognizes and rewards accomplishments of outstanding faculty, staff, and students.	1	2	3	4	N
Other:	1	2	3	4	N

Managing the Organization

Assigns work effectively and fairly.	1	2	3	4	N
Manages responsibilities in a fiscally responsible manner.	1	2	3	4	N
Communicates performance and behavior expectations clearly.	1	2	3	4	N
Effectively recruits and selects appropriately qualified staff.	1	2	3	4	N
Ensures that staff have the resources they need to be successful in their job.	1	2	3	4	N
Other:	1	2	3	4	N



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Internal / External Relations

Professionally represents the college on campus, and in the community.	1	2	3	4	N
Is involved in both on-campus and off-campus activities.	1	2	3	4	N
Encourages partnerships with the community, industry, and other educational institutions.	1	2	3	4	N
Other:	1	2	3	4	N

Other Leadership Skills

Leads with an expressed commitment to Jesus Christ and the mission of the SDA Church.	1	2	3	4	N
Advances the mission of the SDA Church & PUC, through exemplary performance/behavior.	1	2	3	4	N
Other:	1	2	3	4	N

Goal Outcomes

Performance Goals	Description of Goals	Outcome of Goals
Goal #1		
Goal #2		
Goal #3		

Professional Development Goals	Description of Goals	Outcome of Goals
Goal #1		
Goal #2		
Goal #3		

Comments on Overall Performance and Effectiveness

Employee Name

Employee Position

Employee Signature

Date

Supervisor Name

Supervisor Position

Supervisor Signature

Date



PUC Directors/Managers Evaluation 20__ to 20__

Part III – 20__/202__ Goals

Performance Goals	Description of Goals	Outcome of Goals
Goal #1		
Goal #2		
Goal #3		

Professional Development Goals	Description of Goals	Outcome of Goals
Goal #1		
Goal #2		
Goal #3		