COMMUNITY COLLEGE OF PHILADELPHIA
ADMINISTRATIVE PERFORMANCE ASSESSMENT

EMPLOYEE NAME

POSITION TITLE

	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Job Competency				
Demonstrates expertise in job responsibilities possessing a high level of skill, knowledge and ability in assigned responsibilities. Handles complex responsibilities and projects and gets the job done.	▬	▬	▬	▬
Productivity				
Produces accurate and thorough assignments. Completes assigned work effectively and in a timely and organized manner. Demonstrates competencies such as, creativity, flexibility, productivity, organizational and multi-tasking skills.	▬	▬	▬	▬
Judgment and Decision Making				
Ensures that the appropriate people are included in the decision-making process and decisions are reflective, reliable, clear and are of sound judgment.	▬	▬	▬	▬
Individual Effectiveness				
Displays a cooperative attitude in the work place, exhibits tact and sincerity with others to achieve objectives.	▬	▬	▬	▬
Service Focus				
Anticipates, listens to, understands, and responds to customer needs (students, co-workers, supervisors, clients and the public.) Reacts to questions and issues with an attitude of collegiality and problem-solving. Delivers work product and services to customers in a pleasant manner, which reflects positively upon the department and the College.	▬	▬	▬	▬
Communication				
Expresses ideas and information in writing and verbally, in an effective manner that is complete, clear, concise, organized and appropriate to the audience. Conveys information to supervisors, peers and customers in a timely manner. Listens to others and is open to and evaluates suggestions from others.	▬	▬	▬	▬
Technology				
Understands and uses appropriate technology to enhance and facilitate productivity, analysis and assessment.	▬	▬	▬	▬

Should employment be continued?   Yes ▬   No ▬   Undecided ▬

For additional comments, please utilize the next page.

Employee Signature _____   Date _____

Immediate Supervisor _____   Date _____

Senior Administrator _____   Date _____