

Shoreline Community College
Administrative Performance Assessment (APA) – Form

Name of Employee: _____ Title: _____

Name of Supervisor: _____ Title: _____

Unit/Program Name: _____ Division: _____

DIRECTIONS:

Within each category of evaluation, check all behaviors observed within the period of evaluation. Provide 3-5 specific employee strengths/successes recognized as well as 3-5 opportunities for growth in the upcoming year. Include how success will be measured. Complete the process by adding specific goals or tasks for the next eval period.

RATING GUIDE:

1 = Frequently Below Expectations 3 = Meets Expectations 5 = Consistently Exceeds Expectations.

1. MULTICULTURAL RESPONSIVENESS (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Utilizes DEI opportunities within unit/College. | <input type="checkbox"/> Approaches work from a DEI mindset. |
| <input type="checkbox"/> Makes space for all voices, ideas, and perspectives. | <input type="checkbox"/> Aware/addresses own biases and assumptions. |
| <input type="checkbox"/> Uses language that is welcoming and inclusive. | <input type="checkbox"/> Prioritizes DEI growth through professional learning. |

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

MULTICULTURAL RESPONSIVENESS OVERALL RATING: _____

2. EFFECTIVE COMMUNICATION (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Is transparent and responsive. | <input type="checkbox"/> Asks questions to ensure clarity/understanding. |
| <input type="checkbox"/> Communicates timely and effectively. | <input type="checkbox"/> Practices active listening/focus and retention. |
| <input type="checkbox"/> Adapts to differences in communication. | |

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

EFFECTIVE COMMUNICATION OVERALL RATING: _____

3. DEVELOPING OTHERS (check all that apply):

- Provides feedback w/ expectations.
- Provides prof dev access and guidance.
- Makes room for mistakes within growth.
- Delegates appropriately within accountability.
- Provides opportunity for others to lead.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

DEVELOPING OTHERS OVERALL RATING: _____

4. PROBLEM SOLVING (check all that apply):

- Deals w/ issue, not symptoms.
- Finds workable solutions/alternatives.
- Involves stakeholders prior to decisions.
- Evidences ability to compromise.
- Decisions are data informed.
- Analyzes info within best practices.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

PROBLEM SOLVING OVERALL RATING: _____

5. COLLABORATION (check all that apply):

___ Resolves conflict at lowest level.

___ Looks for opportunities to engage stakeholders.

___ Builds/maintains productive relationships.

___ Models open, honest, and respectful partnerships

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

COLLABORATION OVERALL RATING: _____

6. LEADERSHIP (check all that apply):

___ Leads by example/models ethical behavior.

___ Aligns work with College objectives.

___ Makes space for all voices/ideas.

___ Acknowledges/corrects mistakes.

___ Is transparent in decision-making.

___ Ambitious for College success over own.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

LEADERSHIP OVERALL RATING: _____

7. DELIVERING RESULTS (check all that apply):

___ Develops/implement/achieves goals.

___ Demonstrates time management.

___ Prioritizes goals within College objectives.

___ Develops and adjusts strategy ongoing.

___ Accountable to goals/delivery timeline set.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

DELIVERING RESULTS OVERALL RATING: _____

SUPERVISOR COMMENTS:

Signature: _____ Date: _____

ET Member Signature: _____ Date: _____

EMPLOYEE COMMENTS:

Signature: _____ Date: _____

Submit completed form to Human Resources at hr@shoreline.edu . Thank you!