

**Santa Fe College
PEER PERFORMANCE EVALUATION FORM**

Name: _____

Position: _____

Please complete the following evaluation for the individual listed above. This is requested as part of his/her overall performance appraisal activities.

Instructions: This evaluation consists of statements describing preferred behavior in the areas of leadership, management, and communication. **Under each statement is a descriptor which indicates the standard expectation for the category "Clearly competent."** Please mark each statement with one of the corresponding numbers associated with the four alternatives listed below:

- 3

Clearly outstanding
(This behavior/condition is present, without exception, in my interaction with and observations of this individual.)
- 2

Clearly competent
(This behavior/condition is present the majority of times in my interaction with and observations of this individual.)
- 1

Below potential competency
(This behavior/condition is seldom present in my interaction with and observations of this individual.)
- NA

Not Applicable
(Insufficient knowledge)

A. Leadership

- _____ **1. Maintains a positive and productive relationship with me.**
Through this relationship I feel supported and valued and that my competency and my contributions to the college are respected.
- _____ **2. Provides me with useful information on a timely basis.**
Responds to my requests for information clearly and on a timely basis.
- _____ **3. Maintains confidentiality in our relationship.**
Respects my requests for confidentiality and does not use information without my permission. I have a basic level of trust in regard to overall confidence.
- _____ **4. Is decisive and willing to proceed with available data.**
Gathers as much information as possible, within an appropriate time frame, that meets my need for resolution.
- _____ **5. Is enthusiastic about work and sets a good example for his/her staff.**
Displays an enthusiastic and positive attitude toward his/her role. Influences his/her staff to do the same.
- _____ **6. Demonstrates vision in problem solving and support for new initiatives.**
Creates for me a mental image of future possibilities for the College while promoting a climate that fosters and supports innovation.

B. Management

- _____ **1. Demonstrates an operational knowledge of college policies and procedures.**
Has a broad operational knowledge concerning college policies and procedures and shares this information with my staff and me.
- _____ **2. Follows through on commitments.**
Once this individual has committed his/her support, he/she can be trusted to fulfill that obligation.
- _____ **3. Is a good financial manager.**
Has a clear understanding and operational knowledge of the college's fiscal policies and procedures.
- _____ **4. Assumes responsibility for his/her decisions or actions.**
Is willing to accept total responsibility for failure of activities. Does not seek to blame others, and encourages members of his/her team to do the same.

5. Section 1012.86, (3)(a), F.S. states that "Community college presidents and the heads of each major administrative division shall be evaluated annually on the progress made toward meeting the goals and objectives of the college's employment accountability plan."

"The community college presidents, or the presidents' designees, shall annually evaluate each department chairperson, dean, provost, and vice president in achieving the annual and long-term goals and objectives. A summary of the results of such evaluations shall be reported annually by the community college president to the community college board of trustees..."

Has this practice been demonstrated in his/her area/division?

_____ Yes _____ No

C. Communications

- _____ **1. Demonstrates effective verbal and written communication skills.**
Speaks and writes with clarity and precision.

- _____ **2. Demonstrates the ability to listen effectively and maintains a reasonable open door policy for communication purposes.**
Demonstrates listening skills and patience. Allows me to complete my thoughts without cutting me off. Is available when needed.

- _____ **3. Demonstrates the ability to mentor and counsel with staff and others.**
Shows interest in the welfare of others. Provides time to meet and discuss my concerns.

- _____ **4. Respects diverse opinions and ideas.**
Encourages the sharing of ideas and opinions. Does not ridicule or negate individual input. Respects my ideas and me.

- _____ **5. Effectively represents his/her division to others in the college community.**
Is professional in his/her manner. Represents division's position in a positive manner.

- _____ **6. Demonstrates a student-centered philosophy.**
Is conscious of the college mission and promotes the welfare of students through quality of services and the awareness of the effect on students when making organizational decisions.

D. Comments

Please share any comments you think appropriate from the areas of Leadership, Management, and/or Communications.

Signature (Optional)

Date