



## Management Self-Evaluation Survey & Narrative

Name:	Survey Date:	Work Location:
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Position:	Department:
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As part of the performance evaluation procedure, managers shall complete the Management Self-Evaluation Survey rating their own performance (R-9141) and provide a narrative with respect to the manager's job performance based on job description, achievement of annual goals and objectives, and assignments. The completed survey and narrative should be returned to the primary evaluator (supervisor).

*Rating Key: 0 – N/A 1 – Unacceptable 2 – Needs Improvement 3 – Satisfactory 4 – Very Good 5 - Excellent*

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### LEADERSHIP

1. Practices effective planning, budgeting and organizing skills.						
2. Demonstrates the ability to facilitate conflict resolutions.						
3. Helps create a climate of support for innovation, new approaches and new ideas.						
4. Keeps abreast of the current issues, methods, policies and practices related to the assignment.						
5. Anticipates problems / facilitates development of solutions to those problems.						
6. Participates in activities that promote professional growth and development.						

### HUMAN RELATIONS

7. Demonstrates the ability to motive staff and colleagues.						
8. Demonstrates effective team-building skills.						
9. Is accessible to others.						
10. Demonstrates the ability to systematically develop the skills of staff and colleagues.						
11. Recognizes staff accomplishments effectively.						
12. Demonstrates the ability to work cooperatively and harmoniously with staff.						
13. Demonstrates a commitment to the diversity of staff and students.						
14. Establishes a service orientation to those who are directly affected by the office.						

### COMMUNICATION

15. Encourages openness and two-way communication.						
16. Demonstrates effective listening skills.						
17. Provides clear direction, expectations and feedback to staff and colleagues as projects/activities progress.						
18. Demonstrates effective verbal and written communication skills.						

19. Develops effective timelines, meets deadlines, and prepares accurate reports and records appropriate to the operation of the unit. Assists, staff, as appropriate, to do the same.						
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**PERSONAL QUALITIES**

20. Demonstrates good judgment and common sense in dealing with non-routine and unanticipated situations.						
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21. Demonstrates the ability to arrive at sound decisions based on available data.						
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22. Produces work products of high quality.						
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23. Demonstrates stability in mentally stressful situations.						
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24. Uses sound management principles resulting in consistent, non-capricious decisions.						
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25. Demonstrates effective time-management and priority-setting skills.						
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26. Demonstrates an appropriate balance between the operational responsibilities and the innovative responsibilities of current assignment.						
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**ANTI-RACISM EFFORTS**

27. Demonstrates commitment to improving equity outcomes for disproportionately impacted students such as our African-American/Black and Hispanic/Latinx students.						
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**COMMENTS**

**NARRATIVE**

(Please detail your job performance based on your job description, achievement of annual goals and objectives, and assignments.)

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Manager's Signature

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Date