

ADMINISTRATIVE REVIEW CHECKLIST

For _____

1. ___ Self evaluation included in evaluation package.
2. ___ Administrative evaluation survey completed, results discussed with individual, summary chart and comments included in evaluation package.
3. ___ Job description has been reviewed with individual and is accurate as stated or needs revising.
4. ___ Supervisor's evaluation was discussed during the draft stage with individual, final version is included in this package. Individual has been given the opportunity to include a written statement in response to the supervisor's evaluation. If a statement is submitted, it's included as a part of this package.
5. ___ Supervisor's evaluation provides guidance to the individual for development of the individual's objectives for next year.
6. ___ Individual has received a copy of this entire package.

Signatures:

Staff member _____

Date _____

Supervisor _____

Date _____

Dean/President
Review _____

Date _____