** Part II: SELF EVALUATION**

**MANAGEMENT EMPLOYEE**

**Management Employee’s Name:**       **Date:**

**Title:**

**Department:**

Use peer/direct reports feedback to complete. Submit your completed Self Evaluation - Management Employee to your manager

1. **Goals should reflect a commitment to equitable outcomes and inclusive practices. Review Progress on Last Year’s Goals:**

| **Goals:** | **Results:** |
| --- | --- |
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(Attach separate sheet if additional space is needed)

1. **Summary of Self-Evaluation including sample comments from peers and/or direct reports that addresses work in diversity, equity, and inclusion. Comments may address the following areas:**
   1. **Administrative Skills: communication, project management, productivity, problem solving, planning/program review, and resource management**
   2. **Leadership Skills/Values: integrity, inclusiveness/collaboration, innovation/creativity, humility/ sensitivity, and alignment of work to college mission and core values**

| **Areas of excellence:** | **Areas for improvement:** |
| --- | --- |
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(Attach separate sheet if additional space is needed)

1. **I will be working on the following self and professional items that reflect a commitment to equitable outcomes and inclusive practices in the** **academic year.**

| **Goals and Objectives** (list your top 1-5)**:** | **Action Plan:** |
| --- | --- |
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1. **I need the following assistance** (e.g. equipment, support, conferences, training, etc.)**:**

The District can provide:

| **Name** | **Signature** | **Date** | **Date** |
| --- | --- | --- | --- |
| **Management Employee Signature:** |  | **Date:** |  |
| **Next-Level Manager:** |  | **Date:** |  |

**Distribution:**

Manager

Human Resources