

Amarillo College - Employee Evaluation

Title	Description	Weight	Status	
Ability to Drive Change	Ability to transform and align organization through people to drive improvement in new and challenging directions.	10.00	Active	Edit Option
Adaptability	Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.	10.00	Active	Edit Option
Adaptability / Decisiveness	Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires; showing leadership by adjusting one's approach to the demands of a particular task or by taking and maintaining a position in a self-assured manner.	10.00	Active	Edit Option
Advising	Ability to provide advice and counsel on academic and college processes. Ability to understand programs of study, college processes, campus, student services and academic organization.	10.00	Active	Edit Option
Attention to Detail	Diligently attends to details and pursues quality in accomplishing tasks.	10.00	Active	Edit Option
Budget Management	Knowledge of appropriate business practices, policies and procedures. Ability to allocate resources, plan procurement and oversee budgets to ensure fiscal stability of the organization.	10.00	Active	Edit Option
Building Collaborative Relationships	The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.	10.00	Active	Edit Option
Change Success	The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; Serve as a role model helping others to successfully manage organizational change.	10.00	Active	Edit Option
Collaboration and Influence	Ability to work effectively with and influence those outside of divisional area for positive impact on business performance.	10.00	Active	Edit Option
Communication	Listens actively and expresses ideas concisely in both oral speech and in writing. Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.	10.00	Active	Edit Option
Computer Literacy	The ability to learn new systems quickly and experience using a variety of relevant software packages.	10.00	Active	Edit Option
Confidentiality and FERPA Compliance	Ensures confidentiality of secure documents, sensitive records, and student, employee and patient information. Complies with and adheres to FERPA regulations and requirements.	10.00	Active	Edit Option
Conscientiousness	Degree to which someone is honest; has integrity; accepts responsibility for their actions; has high ethical standards; earns the trust of others by consistently demonstrating sound moral principles; does the right thing; reliably fulfills commitments through self-discipline and sense of duty.	10.00	Active	Edit Option
Coordination of Work	Ability to follow instructions and standard work processes to perform routine tasks. Checks work for accuracy. Displays the ability to appropriately determine when tasks are complete. Accurately completes and submits paperwork within the designated deadline.	10.00	Active	Edit Option
Counseling	Ability to provide counseling on an individual and group basis to achieve academic and/or personal goals. Ability to navigate college processes and resolve issues. Ability to use interpersonal skills and methods to encourage students and reduce or eliminate conflict.	10.00	Active	Edit Option
Data Collection	Identifies the specific information needed to clarify a situation or make a decision and checks multiple sources for more	10.00	Active	Edit Option

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	complete and accurate information.			
Equipment Operation	Knowledge of appropriate and safe procedures for using and the ability to use specific equipment or machines to meet AC standards. Skilled at operating basic tools and equipment of assigned trade(s).	10.00	Active	Edit Option
Facilitation	Ability to assist a group to accomplish specific goals and outcomes. Ability to provide the needed structure and environment for group interactions to be effective.	10.00	Active	Edit Option
Flexibility	The ability to adapt to a variety of situations, individuals, groups, and changing circumstances; sensitivity to different and opposing perspectives.	10.00	Active	Edit Option
Grant Compliance	Compliance with deadlines.	10.00	Active	Edit Option
Grant Regulation	Understanding of State and Federal regulations concerning grants.	10.00	Active	Edit Option
Grants Management	Knowledge of appropriate policies and procedures for financial monitoring and compliance of one or more grants to include documentation, reporting, renewal, extension and closeout.	10.00	Active	Edit Option
Influential Writing	Ability to write clearly and persuasively.	10.00	Active	Edit Option
Initiative & Perseverance	Willingness to take action to address needs without being requested to do so; staying on task to completion, particularly in the face of obstacles or other trying circumstances.	10.00	Active	Edit Option
Inspires and Motivates Others	Ability and willingness to develop the long-term capabilities of others and the organization as a whole, finding satisfaction in influencing or transforming someone's life or career.	10.00	Active	Edit Option
Instruction	Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or the operation of equipment.	10.00	Active	Edit Option
Judgment/ Problem Solving	Ability to assess situations and problems; identify possible actions/solutions; and make sound decisions based on facts, logic, and probable outcomes.	10.00	Active	Edit Option
Leadership	Supervises employees and acts to align own department's goals with AC's strategic plan. Ability to measure and evaluate work processes and services to achieve organizational goals. Communicates AC's strategic plan in ways that gain the support of others. Mentors, motivates and guides others toward goals.	10.00	Active	Edit Option
Occupational Knowledge & Technology Orientation	Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, to include understanding and application of technology required to maintain knowledge (hardware, software, equipment, processes, etc.) May also include maintaining current licenses and certifications, attending seminars relevant to one's position, etc.	10.00	Active	Edit Option
Office Administration	Ability to organize files, records and supplies, reconcile budgets and purchasing cards, prioritize work appropriately, order supplies and materials, and ensure a smooth operation of the office.	10.00	Active	Edit Option
Organization Skills	Ability to identify and set priorities; to plan and effectively allocate resources; to attend to details so that relevant issues are addressed and high quality outcomes result.	10.00	Active	Edit Option
Records Retention	Has knowledge of and complies with appropriate records retention and data collection policies and procedures.	10.00	Active	Edit Option
Safety Focus	Adheres to all workplace and trade safety laws, regulations, standards, and practices.	10.00	Active	Edit Option
Self-Confidence	Belief in one's own abilities, opinions, and judgments, understanding of one's own strengths and limitations; and the	10.00	Active	Edit Option

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	ability to handle failures constructively.			
Self-Control	The ability to keep one's emotions under control when provoked, faced with opposition or hostility, or working under stressful conditions; and the ability to take constructive actions to deal with the situation.	10.00	Active	Edit Option
Self-Management	Ability to direct self toward the accomplishment of goals and specific work assignments. Included making effective judgments, the ability to adapt and be flexible as new requirements emerge, and the ability to effectively plan and organize work to achieve required results.	10.00	Active	Edit Option
Team Focus	Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.	10.00	Active	Edit Option
Working with others	Ability to work with others as part of a team in order to solve problems; Ability to offer support to colleagues and maintain flexibility in approach(s) to tasks; Ability to be diverse in nature to provide an excellent service to the public.	10.00	Active	Edit Option
Workplace Relationships	Gets along well with co-workers, has a positive attitude, and strives to make the workplace a pleasant place to work. Collaborates with co-workers on projects and tasks. Is sensitive and understanding to others' needs and feelings.	10.00	Active	Edit Option
Customer Service	Ability to effectively manage escalated or difficult customer interactions and situations.	10.00	Active	Edit Option
Training	Ability to assess training needs, develop training content, deliver instruction consistently to a diverse audience, and assess the efficacy of the instruction post-training.	10.00	Active	Edit Option