

**Shoreline Community College**  
**Administrative Performance Assessment (APA) – Form**

Name of Employee: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Unit/Program Name: \_\_\_\_\_ Division: \_\_\_\_\_

**DIRECTIONS:**

Within each category of evaluation, check all behaviors observed within the period of evaluation. Provide 3-5 specific employee strengths/successes recognized as well as 3-5 opportunities for growth in the upcoming year. Include how success will be measured. Complete the process by adding specific goals or tasks for the next eval period.

**RATING GUIDE:**

1 = Frequently Below Expectations      3 = Meets Expectations      5 = Consistently Exceeds Expectations.

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**1. MULTICULTURAL RESPONSIVENESS (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Utilizes DEI opportunities within unit/College.      | <input type="checkbox"/> Approaches work from a DEI mindset.                   |
| <input type="checkbox"/> Makes space for all voices, ideas, and perspectives. | <input type="checkbox"/> Aware/addresses own biases and assumptions.           |
| <input type="checkbox"/> Uses language that is welcoming and inclusive.       | <input type="checkbox"/> Prioritizes DEI growth through professional learning. |

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

*MULTICULTURAL RESPONSIVENESS OVERALL RATING:* \_\_\_\_\_

**2. EFFECTIVE COMMUNICATION (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Is transparent and responsive.          | <input type="checkbox"/> Asks questions to ensure clarity/understanding. |
| <input type="checkbox"/> Communicates timely and effectively.    | <input type="checkbox"/> Practices active listening/focus and retention. |
| <input type="checkbox"/> Adapts to differences in communication. |  |

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

EFFECTIVE COMMUNICATION OVERALL RATING: \_\_\_\_\_

**3. DEVELOPING OTHERS (check all that apply):**

- Provides feedback w/ expectations.
- Provides prof dev access and guidance.
- Makes room for mistakes within growth.
- Delegates appropriately within accountability.
- Provides opportunity for others to lead.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

DEVELOPING OTHERS OVERALL RATING: \_\_\_\_\_

**4. PROBLEM SOLVING (check all that apply):**

- Deals w/ issue, not symptoms.
- Finds workable solutions/alternatives.
- Involves stakeholders prior to decisions.
- Evidences ability to compromise.
- Decisions are data informed.
- Analyzes info within best practices.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

PROBLEM SOLVING OVERALL RATING: \_\_\_\_\_

Resolves conflict at lowest level.

Looks for opportunities to engage stakeholders.

Builds/maintains productive relationships.

Models open, honest, and respectful partnerships

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

*COLLABORATION OVERALL RATING:* \_\_\_\_\_

**6. LEADERSHIP (check all that apply):**

Leads by example/models ethical behavior.

Aligns work with College objectives.

Makes space for all voices/ideas.

Acknowledges/corrects mistakes.

Is transparent in decision-making.

Ambitious for College success over own.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

*LEADERSHIP OVERALL RATING:* \_\_\_\_\_

**7. DELIVERING RESULTS (check all that apply):**

Develops/implement/achieves goals.

Demonstrates time management.

Prioritizes goals within College objectives.

Develops and adjusts strategy ongoing.

Accountable to goals/delivery timeline set.

Employees Strengths/Successes:

Employee Opportunities for Growth/Measure of Success

*DELIVERING RESULTS OVERALL RATING:* \_\_\_\_\_

Supervisor Comments & Next Year's Work Goals: :

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ET Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EMPLOYEE EVAL COMMENTS :

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Submit completed form to Human Resources at [hr@shoreline.edu](mailto:hr@shoreline.edu) . Thank you!***