

Administrator Evaluation Form

Part I - Employee Identification

Employee Name

Assignment

Part II - Supervisor for Evaluation Period

Supervisor Name

Position

Part III - Pre-evaluation Conference

A pre-evaluation conference took place on _____
Date

Employee's initials _____

Supervisor's initials _____

Part IV – Evaluation Information

A. State your significant duties and responsibilities:

Administrator Evaluation Form - Part IV

B. State your major job goals and objectives for this year:

C. List your significant contributions for the year and document with a portfolio:

Signature

Date

