

Cerritos College Management Evaluation Process

The Cerritos College Management evaluation process fosters and supports management excellence and promotes planning for successful administration of the college. The Management Evaluation process takes place each fiscal year and consists of four parts:

- Establishment of goals
- 360 Survey every third year
- Self-Evaluation including the assessment of progress towards goals
- Supervisor's evaluation

Establishment of Goals

Setting goals is an interactive process. The establishment of goals by a manager and his/her supervisor is an essential tool for successful and effective planning for the individual and the institution.

Goals should address the manager's roles and responsibilities in meeting well-defined or measurable results. Whenever possible, the goals should include deadlines and identify necessary resources.

The Board of Trustees establishes goals for the College through the College's Educational Master Plan. Each manager's goals should contribute toward achieving these same goals.

Managers will also establish professional development goals to enhance their knowledge and skills. These goals should include activities that will maintain currency and support and improve job performance.

Within the first sixty (60) days of employment, a manager and his/her supervisor will meet and establish goals which will be used for the manager's first evaluation.

The number of goals established will vary depending on the scope of the manager's assignment. Goals should be meaningful to both the individual and the institution and should move the institution forward in its development.

360 Survey Information

Once every three years, a manager and his/her supervisor will agree upon a list of ten individuals who will receive surveys to provide feedback on the manager's performance. Feedback may be sought from managers, staff, faculty, students and/or members of the community who have worked with the manager on a project or in the administration of the assigned area. 360 surveys, which will be completed anonymously, will be distributed by Human Resources and returned to the Office of Human Resource Services for processing. Feedback providers will be restricted to those persons who have electronic

addresses for the purpose of survey processing.

360 Surveys will be conducted in the spring semester. A new manager will participate in the 360 Survey process in his/her second or third year of employment depending on his/her date of hire. A new manager will work at least one full calendar year prior to the beginning of the spring semester in which the first feedback survey is conducted. Service in an interim position will be counted as service in the permanent position for determining the date for initial feedback surveys.

The supervising manager and the evaluatee will receive an electronic copy of the evaluatee's feedback summary via email. The supervising manager is encouraged to discuss the feedback summary with the evaluatee during their evaluation meeting. 360 Surveys and summaries will not become part of the evaluation and will not be included in the evaluatee's personnel file. 360 Surveys and summaries will be deemed a Class III record per the [records retention policy](#) and will be retained in the Office of Human Resource Services for a period of three years or until 360 Surveys from the subsequent evaluation are received.

Self-Evaluation

The self-evaluation will consist of:

- a Management Evaluation form completed by the evaluatee,
- a written evaluation of the manager's progress in meeting the previous year's goals, and
- a list of suggested goals for the upcoming year.

The manager will complete this self-evaluation and provide it to their supervisor not later than **May 1st** of the evaluation period. The manager's self-evaluation will not become part of the evaluation and will not be included in the evaluatee's personnel file. Self-evaluations will be deemed as communication between a manager and his/her supervisor and may be destroyed or retained in a supervisory file as the supervisor deems appropriate.

Supervisor's-Evaluation

Each manager will annually receive an evaluation by his/her supervisor. The supervisor will complete the manager's evaluation considering:

- the supervisor's observations and appraisal of the manager's self-evaluation,
- the supervisor's observations and appraisal of the manager's performance during the evaluation period,
- the supervisor's suggested goals for the manager in the upcoming year, and
- in appropriate years, the feedback summary.

The supervisor will complete the College's Management Evaluation Forms (Management Evaluation Forms --Performance Expectations and Goals). The supervisor will then meet with the manager to discuss these forms and the feedback summary. The forms may be signed and the evaluation completed at this meeting. If the supervisor determines at this

meeting that changes and/or adjustments to the performance evaluation or goals are needed, those changes will be made and the supervisor will determine whether there is a need for an additional meeting. The completed forms will be considered the manager's annual evaluation and will be placed in the manager's personnel file. This evaluation process should be completed and provided to the Office of Human Resource Services not later than **June 20th** of the evaluation period.

The manager will have the right to make written comments to her/his evaluation and submit such comments to the Office of Human Resource Services within ten (10) working days of the date on which she/he receives the evaluation. Such comments will be attached to the evaluation and will become part of that evaluation.

Should a due date fall on Saturday, Sunday, or a District-observed holiday, the activity will be completed or due on the following business day.

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