

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**EVALUATION OF MANAGEMENT PERSONNEL**  
**INITIAL/FINAL CONFERENCE FORM**

Evaluatee \_\_\_\_\_ Position \_\_\_\_\_

Evaluation Year \_\_\_\_\_ Site/Department \_\_\_\_\_

Evaluator \_\_\_\_\_ Position \_\_\_\_\_

**I. General Responsibility of Management**

Each standard may be addressed as part of the final evaluation, unless evaluator and evaluatee agree that a particular standard is not applicable.

Two (2) or more standards shall be selected for particular focus. The evaluator reserves the right to select those standards.

<u>Number</u>	<u>Standard</u>	<u>Check those Selected for Particular Focus</u>	<u>Final Rating</u>
1	Organizational Leadership	_____	_____
2	Communication/Interpersonal Skills	_____	_____
3	Judgment/Decision Making	_____	_____
4	Creating and Maintaining a Positive Culture	_____	_____
5	Instructional Leadership	_____	_____
6	Professional Competency & Growth	_____	_____

**II. Additional Goals/Objectives**

Evaluator or evaluatee may identify additional goals/objectives not specifically included in number I above. (Describe, using extra sheets as necessary.)

**III. Self-Evaluation**

A. Evaluator may require written self-evaluation relative to the following [check one(s) selected]:

- 1. Standards selected for focus \_\_\_\_\_
- 2. Additional goals/objectives \_\_\_\_\_

B. Evaluatee may choose to attach a self-evaluation \_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluatee

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Copy 1 - Primary Evaluator
Copy 2 - Evaluatee
Copy 3 - Personnel Office