

Management/Supervision - Provides oversight and motivates employees to perform at their highest level; able to responsibly evaluate the work of employees, taking appropriate action when necessary; enforces division/department policies in a positive manner; recognizes and responds quickly and effectively to problem situations; exercises sound judgment.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Program Development/Strategic Planning and Assessment - Leads division/department in review, development, and enhancement of all programs; supervises effective long-range planning efforts of division; offers valuable participation in University-wide planning and assessment; employs assessment tools to continually evaluate and improve programs within division.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Managing Financial and Material Resources/Budget Management - Demonstrates fiscal responsibility and efficient utilization of resources; provides leadership in effectively determining use of resources; uses responsible, cost-effective purchasing practices; complies with University financial policies and procedures.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Community Relations/Services - Volunteers and participates in University governance and/or professional organizations; participates in campus and community activities; represents the University well in various external forums.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Facilitating University Mission - Actively supports University mission; develops and supports efforts to enhance cultural diversity, affirmative action, and equal opportunity; encourages staff to set goals relative to the University mission; shows achievement in advancing the University mission.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Communications/Interpersonal Skills - Effectively communicates with others in writing and speaking, listens carefully, represents the University well in internal and external communications; gains respect of academic, internal, and external community; fosters environment of respect and civility.

Comments/Examples:

CHECK ONE:

- Not Applicable
- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

PART III: ACCOMPLISHMENTS AND GOALS

Accomplishments: Please identify any extraordinary achievements, notable service, or exemplary contributions to the University community made within this evaluation period.

Goals for upcoming evaluation period:

PART IV: ADDITIONAL COMMENTS

Employee Comments (Optional):

Employee Signature

Date