St. Cloud State University

**Job Performance Evaluation Plan for**

**ADMINISTRATORS**

(Revised 6/22/2010)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employee | Click here to enter text. | | |
| Title | Click here to enter text. | | |
| Department/Area | Click here to enter text. | | |
| Evaluation Period | Click here to enter a date. | | |
| Name of Immediate Supervisor | Click here to enter text. | | |
| Position Description Current/Accurate | Choose an item. | If no, update to be completed by: | Choose an item. |
| Last Updated When? | Click here to enter a date. | | |

|  |  |  |
| --- | --- | --- |
| GENERAL PERFORMANCE FOR | Please choose a year. | YEAR |

**PROCEDURE:**

The supervisor shall meet with each Administrator to review the current year’s performance and expectations of the employee in reference to general performance, goals and objectives.

**PERFORMANCE RATINGS:**

Please use the following performance ratings in completing your evaluation.

Outstanding – Consistently exceeds job requirements, demonstrating mastery of all key responsibilities. Displays an exceptionally high level of productivity, quality results and adds value to work performed. Demonstrates creativity and the ability to make independent decisions. Contributions extend beyond their position adding value to the overall university. This rating is rare and unusual.

Highly Successful – Employee exceeds job requirements/performance standards and objectives in several areas. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Seeks more efficient methods to perform work. Initiates recommendations and solutions.

Successful – Indicates employee is achieving satisfactory performance. Achieves job requirements/performance standards and objectives. Displays an acceptable level of productivity and quality results. Follows recommendations and generates solutions.

Needs Improvement – Performance is below expectations; however, essential job requirements may be achieved in some areas. Does not consistently demonstrate basic comprehension and required skills for the position. Improvement is required in several areas. Requires additional direction and close supervision.

Unsatisfactory – Employee does not meet performance expectations. Essential job requirements are not being achieved. Does not demonstrate basic comprehension and required skills for the position. Requires consistent direction and constant supervision. Corrective action is required. An overall rating in this category requires supporting documentation and consultation with the Director of Human Resources.

**EMPLOYEE OVERALL RATING:** Choose an item.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor’s Signature |  | Date |  |
| Employee’s Signature\* |  | Date |  |
| Reviewer’s Signature\*\* |  | Date |  |

\* Signature indicates that the employee has had the opportunity to meet with the supervisor to review the evaluation.

\*\* Signature indicates that the reviewer has looked over this evaluation with the supervisor.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part I** | | | | | | | | | |
| Responsibility #1: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating:  Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #2: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #3: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #4: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #5: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #6: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #7: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #8: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #9: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #10: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| Responsibility #11: Click here to enter text. | | | | | | | | | |
| Supervisor Comments: Click here to enter text. | | | | | | | | | |
| Rating: Choose an item. | | | Employee Comments: Click here to enter text. | | | | | | |
| **Part II** | | | | | | | | | |
| Performance  Ratings: | | Outstanding  Highly Successful  Successful  Needs Improvement  Unsatisfactory  NA = If any of the competencies listed do not apply to this position, indicate NA. | | | | | | | |
| **JOB KNOWLEDGE** | | | | | Choose an item. | | | | |
| * Has a clear understanding of all aspects of the job. * Knows and follows operational procedures. * Knows current issues and trends in assigned areas of responsibility. | | | | | | | | | |
| Supervisor  Comments: | | Click here to enter text. | | | | | | | |
| Employee  Comments: | | Click here to enter text. | | | | | | | |
| **PLANNING AND ORGANIZATION** | | | | | Choose an item. | | | | |
| * Actively participates in planning designed to achieve the University’s overall mission and goals. * Establishes clear and specific objectives and timelines. * Coordinates planning efforts with other offices. * Demonstrates good organizational and follow-through skills. * Is well organized and efficient. * Effectively achieves goals. | | | | | | | | | |
| Supervisor Comments: | | Click here to enter text. | | | | | | | |
| Employee  Comments: | | Click here to enter text. | | | | | | | |
| **MANAGING FINANCIAL AND MATERIAL RESOURCES** | | | | | Choose an item. | | | | |
| * Demonstrates responsible and efficient use of financial resources at a level appropriate to the position. * Uses available resources such as personnel, time, materials, equipment, and facilities in an effective manner. * Prioritizes use of existing resources and requests for new resources. | | | | | | | | | |
| Supervisor Comments: | | Click here to enter text. | | | | | | | |
| Employee  Comments: | | Click here to enter text. | | | | | | | |
| **DECISION-MAKING** | | | | | Choose an item. | | | | |
| * Identifies and evaluates problems objectively. * Formulates sound decisions and recommendations. * Encourages staff participation in decision-making where appropriate. * Demonstrates resourcefulness in problem solving; works effectively under pressure. * Makes difficult decisions; takes calculated risk. * Delegates work appropriately to employees. | | | | | | | | | |
| Supervisor Comments: | | Click here to enter text. | | | | | | | |
| Employee  Comments: | | Click here to enter text. | | | | | | | |
| **LEADERSHIP QUALITIES** | | | | | Choose an item. | | | | |
| * Understands the position in relation to the overall mission and objectives of the University. * Intelligently plans and organizes necessary activities, programs, and objectives to meet departmental and University goals. * Assesses results, establishes priorities, and facilitates change. * Proactively thinks through work. * Supports difficult decisions of management and conveys decisions to employees. * Assembles information, materials and people in an effective manner; uses data to make informed decisions. * Develops alternatives and solutions, and responds to novel situations. * Demonstrates initiative, and motivates others. | | | | | | | | | |
| Supervisor Comments: | | Click here to enter text. | | | | | | | |
| Employee Comments: | | Click here to enter text. | | | | | | | |
| **OVERALL CONTRIBUTION TO UNIVERSITY** | | | | | Choose an item. | | | | |
| * Understands and contributes to achieving the goals of the University. * Represents the University competently to external constituencies. * Contributes to positive morale within institution. | | | | | | | | | |
| Supervisor Comments: | | Click here to enter text. | | | | | | | |
| Employee Comments: | | Click here to enter text. | | | | | | | |
| **BEHAVIORAL MANAGEMENT CHARACTERISTICS** | | | | | Choose an item. | | | | |
| * Is committed and loyal; seeks personal and professional growth and development. * Is willing to assume responsibility for decisions and actions. * Is flexible and cooperative in working with the President, Vice Presidents, co-workers and colleagues. * Has integrity, is transparent, and works to solve communication challenges. | | | | | | | | | |
| Supervisor  Comments: | | Click here to enter text. | | | | | | | |
| Employee  Comments: | | Click here to enter text. | | | | | | | |
| **DIVERSITY AND SOCIAL JUSTICE** | | | | | | | Choose an item. | | |
| * Assures Equal Employment Opportunity and treatment in all aspects of employment. Creates access for underrepresented groups in employment and promotion. * Actively participates in and encourages participation of all faculty and staff in diversity education/training; secures positive results. * Actively seeks to reduce and resolve complaints based on employment discrimination. * Handles retention, tenure and promotion matters fairly and consistently. Shows sensitivity to related issues. * Secures respect and trust of under-represented groups, including matters involving diversity concerns. * Conducts job performance evaluations fairly and timely with realistic expectations. * Avoids creating “double” job performance standards between employees from majority and minority groups. * Demonstrates respect for the opinion or advice of colleagues, including minority professionals and women. | | | | | | | | | |
| Supervisor  Comments: | | Click here to enter text. | | | | | | | |
| Employee  Comments: | | Click here to enter text. | | | | | | | |
| **COMMUNICATION/HUMAN RELATIONS** | | | | | | Choose an item. | | | |
| * Communicates well both orally and in writing with all campus groups. * Typically resolves problems, controversial issues or complaints without referral to a higher source. * Listens and responds to co-worker or colleaguess ideas, needs and suggestions. * Effectively conducts and participates in meetings. * Conveys information for the good of the University. * Secures cooperation and obtains good results. Develops and educates others. Treats subordinates fairly. * Demonstrates sensitivity and awareness in relating to people. Secures trust and respect. * Develops team work. * Effectively recruits and selects colleagues. | | | | | | | | | |
| Supervisor  Comments: | Click here to enter text. | | | | | | | | |
| Employee  Comments: | Click here to enter text. | | | | | | | | |
| **QUALITY AND QUANTITY OF WORK** | | | | | | Choose an item. | | | |
| * Has knowledge necessary to perform the job. * Exhibits a high quality of work. * Work is accurate and thorough. Follows through on assignments in accordance with available resources and support. * Is productive. Obtains good results. Completes assignments in a timely fashion. * Makes decisions that support employees within area of control but also respects employee equity considerations University wide. * Considers impact of decisions on all employees. * On a timely basis, fills vacant positions in accordance with equal employment opportunity considerations and human resources policies. * Encourages or requires employee participation in staff development and training. * Monitors compliance with training requirements. | | | | | | | | | |
| Supervisor  Comments: | Click here to enter text. | | | | | | | | |
| Employee  Comments: | Click here to enter text. | | | | | | | | |
| **Part III** | | | | | | | | | |
| **PERFORMANCE IMPROVEMENT PLANS and GOALS**  List and define goals directly related to primary job responsibilities that the employee should meet throughout the next evaluation period. There should be input by the employee and the supervisor in this process with the supervisor making any final decisions. The supervisor must set realistic job performance expectations and take into consideration extenuating circumstances when required to do so—such as additional projects with higher priorities or changes in the budget. Note: Responsibilities and/or competencies that were rated “Needs Improvement” or “Unsatisfactory” must identify specific goals and action steps for improvement. Goals listed should be achievable and supported in writing. | | | | | | | | | |
| **Goal 1:** | | | | Click here to enter text. | | | | | |
| Action Steps for Goal 1: | | | | Click here to enter text. | | | | | |
| Supervisor’s Expectation: | | | | Click here to enter text. | | | | | |
| Employee  Comments: | | | | Click here to enter text. | | | | | |
| **Goal 2:** | | | | Click here to enter text. | | | | | |
| Action Steps for Goal 2: | | | | Click here to enter text. | | | | | |
| Supervisor’s Expectation: | | | | Click here to enter text. | | | | | |
| Employee  Comments: | | | | Click here to enter text. | | | | | |
| **Goal 3:** | | | | Click here to enter text. | | | | | |
| Action Steps for Goal 3: | | | | Click here to enter text. | | | | | |
| Supervisor’s Expectation: | | | | Click here to enter text. | | | | | |
| Employee  Comments: | | | | Click here to enter text. | | | | | |
| **Goal 4:** | | | | Click here to enter text. | | | | | |
| Action Steps for Goal 4: | | | | Click here to enter text. | | | | | |
| Supervisor’s Expectation: | | | | Click here to enter text. | | | | | |
| Supervisor’s Overall Comments: | | | | Click here to enter text. | | | | | |
| Employee Overall  Comments: | | | | Click here to enter text. | | | | | |