

Evaluation Forms

**UNIVERSITY ADVANCEMENT
PERFORMANCE FEEDBACK SYSTEM FOR
ADMINISTRATIVE AND PROFESSIONAL STAFF**

The Performance Feedback System for administrative and professional staff is designed to assist supervisors and employees in their performance feedback discussions. Performance expectations should be discussed and mutually understood by the supervisor and the employee, and should be directly related to major results and performance dimensions. The established performance expectations are the benchmarks for determining the employee's performance during the review period.

Name:

Supervisor:

Position Title:

Length of Time in Current Position:

Review Period: From: To:

Supervisor Signature _____

Employee Signature _____

PERFORMANCE EXPECTATIONS PLANNING WORKSHEET

Identify the major results that you have achieved over the past six months in direct relation to your job duties/responsibilities as well as those that you expect to accomplish in the next six to twelve months. Please be specific by including actual fundraising dollar totals, participation percentage figures, and other data that will support your activities. Your comments will help facilitate the discussion of your performance evaluation along with your goals and objectives.

- A. Please list the significant accomplishments that you have achieved over the past six months.
- B. What are the major results to be achieved in the next 6-12 months? Be as specific as possible in identifying the major results.

<u>DIMENSIONS/BEHAVIORS</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Meets Expectations	Approaches Expectations	Does not Meet Expectations	Comments (Briefly describe key rationale)
LEADERSHIP						
- Sets high expectations						
- Leads by example						
- Committed to thorough implementation						
- High ethical standards						
- Challenges status quo						
TEAMWORK						
- Creates positive atmosphere with others						
- Builds upon ideas to improve results						
- Team player – not team owner						
WORKING RELATIONSHIPS						
- Establishes productive relationships with peers, admin., donors, alumni						
- Anticipates impact of decisions on others						
JOB KNOWLEDGE						
- Possesses learning orientation						
- Possesses state of the art knowledge						
- Conscientiously keeps knowledge current						
PLANNING & PROBLEM SOLVING						
- Forward thinking; well organized						
- Effectively deploys resources						
- Makes sound decisions on timely basis						
ADMINISTRATION						
- Details are managed with excellence						
- Deadlines adhered to						
- Timely follow-up on requests						
COMMUNICATION						
- Effectively and concisely conveys appropriate information either verbally or in writing						