

## ADMINISTRATIVE AND MANAGERIAL PERSONNEL PERFORMANCE EVALUATION

Name: \_\_\_\_\_ PIN: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Rate the administrative and managerial personnel on the important domain categories listed below. Check the criteria that best indicates your judgment of his/her performance in each area. Provide comments on the respective areas of performance. See Performance Domains Description Document for complete details.

Performance Domains	Superior	Excellent	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
<b>Teamwork/Collaboration/Leadership</b>						
Recognizes and responds appropriately to change; establishes/maintains effective relationships; gives trust to others; communicates and builds credibility with others; effectively partners with key leaders/organizations; generates excitement and commitment toward achievement of shared goals; maintains positive working relationships; seeks out and understands goals and needs of other parties/partners.						
<b>Comments:</b>						
<b>Personnel Management</b>						
Recruits new employees and seeks diversity; judges behavior and performance effectively; clarifies expectations; seeks and provides feedback; guides the establishment of group objectives and facilitates personal and professional development; rewards those who achieve and perform at high levels; seeks opportunities to introduce innovation; builds win-win solutions; manages conflict.						
<b>Comments:</b>						
<b>Programs/Outcomes</b>						
Encourages innovation; supports risk taking; identifies problems and opportunities; effectively utilizes internal/external resources toward program accomplishments; attains established programmatic goals; recognizes and abolishes outdated programs that no longer contribute to organizational priorities; insures effective planning, conducting and evaluating of programs resulting in measurable outcomes; adapts program focus to changing environment.						
<b>Comments:</b>						

Performance Domains	Superior	Excellent	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
<b>Fiscal/Physical Resource Management</b>						
Establishes and maintains effective communications rapport with key decision makers/stakeholders; collects and interprets appropriate program outcomes; manages assigned fiscal/physical resources appropriately, directs/redirects resources to maximize results; seeks alternate solutions; evaluates options carefully, makes timely and effective decisions; engages in effective resource development as appropriate; practices effective budget and fiscal management procedures.						
<b>Comments:</b>						
<b>Professionalism Competency</b>						
Displays energy and enthusiasm for agency/system mission, objectives and strategic goals; seeks responsibility; manages time effectively; focuses on appropriate priorities; delivers on commitments; communicates organizational activity; seeks professional development to improve needed competencies; stays current professionally, achieves professional recognition.						
<b>Comments:</b>						
<b>Summary of Overall Performance:</b>						
<b>Goals/Objectives:</b>						

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Unit Head/Administrator: \_\_\_\_\_

Date: \_\_\_\_\_