

## 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   | Significantly Exceeds Expectations | Exceeds Expectations     | Meets Expectations       | Partially Meets Expectations | Does Not Meet Expectations | Not Applicable           |
|---|------------------------------------|--------------------------|--------------------------|------------------------------|----------------------------|--------------------------|
| <b>Teamwork/Collaboration/Leadership</b>  | <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |
| 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>   | <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |
| Recruits new employees and evaluates behavior and performance effectively; demonstrates core values and treats all people with dignity and respect; 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>  | <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |
| 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   | Significantly Exceeds Expectations | Exceeds Expectations     | Meets Expectations       | Partially Meets Expectations | Does Not Meet Expectations | Not Applicable           |
|---|------------------------------------|--------------------------|--------------------------|------------------------------|----------------------------|--------------------------|
| <b>Fiscal/Physical Resource Management</b>  | <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |
| 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>   | <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |
| 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>   | <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |
| <b>Goals/Objectives:</b>  |                                    |                          |                          |                              |                            |                          |

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

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

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

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

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

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