



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
Teamwork/Collaboration/Leadership	<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.						
Comments:						
Personnel Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.						
Comments:						
Programs/Outcomes	<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resources toward program accomplishments; attains established programmatic goals; recognizes and abolishes outdated programs that no longer contribute to organizational priorities; insures effective planning, conducting and evaluating of programs resulting in measurable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.						
Comments:						

Performance Domains	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	Not Applicable
Fiscal/Physical Resource Management	<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.						
Comments:						
Professionalism Competency	<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.						
Comments:						
Summary of Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goals/Objectives:						

Signature of Employee: _____

Date: _____

Signature of Supervisor: _____

Date: _____

Signature of Unit Head/Administrator: _____

Date: _____