

**WESTFIELD STATE UNIVERSITY
PERFORMANCE EVALUATION FOR NON-UNIT MANAGER**

PART I: GENERAL INFORMATION

Name: _____

State Title: _____

Campus Title: _____

Department: _____

Evaluation Period: _____

PART II: EVALUATION OF SPECIFIC AREAS

Rating Scale

Significantly Exceeds Expectations – work is performed in a distinguished superior manner achieving all goals at a level significantly above expectations; very few employees will achieve this rating.

Exceeds Expectations – work is performed with a high degree of competence and all goals are achieved at a level typically above standard.

Meets Expectations – work is performed in an acceptable manner achieving goals at a level that meets the standard.

Does Not Meet Expectations – work is performed below the standard requirement; has trouble meeting some goals; room exists for improvement.

Unsatisfactory - significantly deficient in skills and abilities.

Management - Effectively oversees departmental programs and projects; Plans, organizes work; delegates, coordinates and effectively uses time; counsels, develops, evaluates, and advances subordinates effectively; demonstrates and applies professional skills and knowledge in field of responsibility.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

Leadership/Supervision - Provides effective leadership and supervision for department/area; exercises sound judgment; demonstrates ability to motivate and manage others; sets appropriate expectations for employees; holds employees accountable; provides dynamic and creative leadership.

Comments/Examples:

CHECK ONE:

- Not Applicable
- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Strategic Planning and Assessment - Sets appropriate goals and objectives for area; offers valuable participation in university planning and assessment; employs assessment tools to effectively evaluate and improve programs; seeks to implement mission of the University in annual planning.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Financial/Budget Management - Demonstrates fiscal responsibility and efficient utilization of resources; uses responsible, cost-effective purchasing practices; complies with University financial policies and procedures.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Work Ethic - Demonstrates high ethical standards; sets positive example for subordinates; seeks opportunities for creativity and new achievements in work area; takes pride in work; demonstrates willingness to go beyond expectations.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Communications/Interpersonal Skills - Effectively communicates with others in writing and speaking; listens carefully, represents the University well in internal and external communications; gains respect of academic, internal, and external community; fosters environment of respect and civility.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Community Relations/Services - Volunteers and participates in University governance and/or professional organizations; participates in campus and community activities; represents the University well in various external forums.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

PART III: ACCOMPLISHMENTS AND GOALS

Accomplishments: Please identify any extraordinary achievements, notable service, or exemplary contributions to the university community made within this evaluation period.

Goals for upcoming evaluation period:

PART IV: ADDITIONAL COMMENTS/SIGNATURES

Employee Comments (Optional):

Employee Signature
Does not imply agreement with the evaluation.

Date

Supervisor's/Department Head's Signature

Date

Division Head's Signature
(If applicable)

Date