PERFORMANCE MANAGEMENT RECORD

End-of-Year Accomplishments Evaluation and Performance Rating for Cabinet Members

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE INITIAL</th>
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Name: 

Position Title: 

Division/Department/Unit: 

Rating Period: 2011 – 2012 

Manager: 

Between August 1, and August 31, 2012:

1. Cabinet Members are encouraged to complete a self evaluation as input to be considered by the President when rating performance. 

2. President summarizes the performance of each Cabinet Member during the 2011-2012 performance cycle, in Section III of the Performance Management Record. 

3. President rates Cabinet Member performance during the 2011-2012 performance cycle, in Section IV of the Performance Management Record. 

4. President provides a final draft of Sections III and IV to the Approving Official for signature.

5. President meets with Cabinet Members to review their performance and the ratings assigned. 

Evaluations and Performance Ratings are due to Human Resources by September 30, 2012.
Definitions

- **Critical Element**: Core responsibilities that are primary and essential to the work performed.

- **Major Activities**: The duties and tasks that need to be accomplished in support of the critical elements. Descriptive statements should be brief, and should identify effectiveness measures like quality and quantity of work, timeliness, or other measures as appropriate.

- **Strategic Initiatives**: Planning and implementing sound strategies and action steps designed to accomplish University goals (see position description).

- **Customer Satisfaction**: Build a service-oriented culture, which results in satisfied internal and external customers (see position description).

- **Resource Management**: Lead and/or manage staff performance, fiscal resources, equipment, and other administrative responsibilities while enforcing University policies and procedures (see position description).

- **Leadership**: Pursue new and innovative ways to improve the delivery of services. Inspire confidence and build trust in all work relationships. Remain current on developments in the field. Champion learning and professional development. Solve problems collaboratively (see position description).

- **Exceeds Expectations (4 points)**: This is a level of rare, high-quality performance. The quality and quantity of the employee’s work substantially surpass the Achieved Expectations performance level and rarely leaves room for improvement. The impact of the employee’s work is so significant that organizational objectives are accomplished that otherwise would not have been. The accuracy and thoroughness of the employee’s work on this element are exceptionally reliable. Application of technical knowledge and skill goes beyond what is expected for the position. The employee significantly improves the work processes and products for which he or she is responsible.

- **Achieved Expectations (3 points)**: Performance at this level represents the range of accomplishments that are expected of all employees. The quality and quantity of work are consistently on target. Problems are not frequent or significant enough to create serious adverse consequences and are dealt with effectively. The work product is usually accurate and delivered on time.

- **Below Expectations (1 point)**: Performance at this level is less than expected for the position.

- **Failed Expectations (0 points)**: The quality and quantity of the employee’s work under this element are not adequate for the position. The employee’s work products fall short of requirements for the critical element. Tasks are not completed with the needed degrees of accuracy and thoroughness. Products arrive late or often require major revision because they are incomplete or inaccurate in content. The employee fails to apply adequate technical knowledge to complete the work of this element. Lack of adherence to required procedures, instructions and formats contribute to inadequate work products.
Section III - End-of-Year Accomplishments Evaluation

Instructions: Indicate progress toward accomplishing each critical element. You may list your comments here or on a separate page. Please sign, and attach additional pages to this form.

Critical Element #1: STRATEGIC INITIATIVES
Cabinet Member Comments:

President’s Comments:

Critical Element #2: CUSTOMER SATISFACTION
Cabinet Member Comments:

President’s Comments:

Critical Element #3: RESOURCE MANAGEMENT
Cabinet Member Comments:

President’s Comments:

Critical Element #4: LEADERSHIP
Cabinet Member Comments:

President’s Comments:
Section IV - Performance Rating

Instructions: Review the Cabinet Member’s accomplishments and record the rating you assign to each critical element:

<table>
<thead>
<tr>
<th>Critical Element</th>
<th>Rating Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Strategic Initiatives</td>
<td>□ Exceeds Expectations = 4 points</td>
</tr>
<tr>
<td></td>
<td>□ Achieved Expectations = 3 points</td>
</tr>
<tr>
<td></td>
<td>□ Below Expectations = 1 point</td>
</tr>
<tr>
<td></td>
<td>□ Failed Expectations = 0 points</td>
</tr>
<tr>
<td>2. Customer Satisfaction</td>
<td>□ Exceeds Expectations = 4 points</td>
</tr>
<tr>
<td></td>
<td>□ Achieved Expectations = 3 points</td>
</tr>
<tr>
<td></td>
<td>□ Below Expectations = 1 point</td>
</tr>
<tr>
<td></td>
<td>□ Failed Expectations = 0 points</td>
</tr>
<tr>
<td>3. Resource Management</td>
<td>□ Exceeds Expectations = 4 points</td>
</tr>
<tr>
<td></td>
<td>□ Achieved Expectations = 3 points</td>
</tr>
<tr>
<td></td>
<td>□ Below Expectations = 1 point</td>
</tr>
<tr>
<td></td>
<td>□ Failed Expectations = 0 points</td>
</tr>
<tr>
<td>4. Leadership</td>
<td>□ Exceeds Expectations = 4 points</td>
</tr>
<tr>
<td></td>
<td>□ Achieved Expectations = 3 points</td>
</tr>
<tr>
<td></td>
<td>□ Below Expectations = 1 point</td>
</tr>
<tr>
<td></td>
<td>□ Failed Expectations = 0 points</td>
</tr>
</tbody>
</table>

Total the points earned. Divide by 4 to find the Average

Total Points =
Average =

□ Exceeds = Average of 4
□ Achieved = Average between 3 and 3.9
□ Below = Average between 1 and 2.9
□ Failed = Average between 0 and .9

Overall Performance Rating

President’s Signature
Date

Cabinet Member’s Signature
Comments attached?
Yes
No
Date

Approving Official’s Signature
Date