



## MANAGERIAL PERFORMANCE EVALUATION

<b>EMPLOYEE NAME:</b>		
<b>PAYROLL TITLE:</b>		
<b>UNIT:</b>		
<b>DIVISION:</b>		
<b>CHAIR/DIRECTOR</b>		
<b>REVIEW PERIOD</b>	<b>FROM</b>	<b>To</b>

*I have received and reviewed this evaluation of my performance. My signature indicates neither agreement nor disagreement with the evaluation content.*

MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHAIR/DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Overall Performance Rating—  
Summary of Overall Performance**

- Distinguished
- Commendable
- Satisfactory
- Marginal

**CHAIR/DIRECTOR SUMMARY:**



### PERFORMANCE OBJECTIVES

ACADEMIC /FACULTY SUPPORT	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
COMMENTS	
BUDGET, ACCOUNTING, CONTRACT AND GRANT SUPERVISION	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met



**DEPARTMENT MANAGER PERFORMANCE EVALUATION**

	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
<b>COMMENTS</b>	
<b>STAFF MANAGEMENT AND SUPERVISION</b>	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
<b>COMMENTS</b>	



**DEPARTMENT MANAGER PERFORMANCE EVALUATION**

<b>PAYROLL AND PERSONNEL ACTIONS</b>	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
<b>COMMENTS</b>	
<b>STUDENT SERVICES</b>	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
<b>COMMENTS</b>	



**DEPARTMENT MANAGER PERFORMANCE EVALUATION**

<b>FACILITIES, RESOURCE, AND SPACE MANAGEMENT</b>	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
<b>COMMENTS</b>	
<b>DEVELOPMENT</b>	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
<b>COMMENTS</b>	
<b>STRATEGIC PLANNING</b>	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met



OTHER PERFORMANCE OBJECTIVES (OPTIONAL)	
	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met

### PERFORMANCE FACTORS

COLLABORATION/TEAM ORIENTATION	
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
COMMENTS	
LEADERSHIP/INITIATIVE	
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
COMMENTS	



**DEPARTMENT MANAGER PERFORMANCE EVALUATION**

<b>OPENNESS/FLEXIBILITY</b>	
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
<b>COMMENTS</b>	
<b>COMMUNICATION</b>	
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
<b>COMMENTS</b>	





**DEPARTMENT MANAGER PERFORMANCE EVALUATION**

**CONTRIBUTION TO RESULTS**

	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently
	<input type="checkbox"/> Consistently <input type="checkbox"/> Usually <input type="checkbox"/> Insufficiently

**Comments**

**PERSONAL AND/OR PROFESSIONAL DEVELOPMENT GOALS**

**COMMENTS**

**EMPLOYEE COMMENTS** *(optional)*