

Comments:

MPP Performance Appraisal Summary

Employee ID & Name:			Dept:		
Working Title:			Date:		
MANAGING HUMAN R peers, faculty, student lead treats subordinates equital respect; develops team wo	ders, co-workers a oly; demonstrates	and/or subord s sensitivity a	linates; leads effe nd awareness in	ectively; develops relating to peopl	and instructs others; e; secures trust and
Value to Job:	1	2	3	4	5
	Relatively Low				Critical Importance
Level of Performance:	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding
2. MANAGING FINANCIA responsibility and efficient utilization and savings; tak effective performance; effe high service levels efficient limitations?	utilization of reso tes measures to ectively uses ope	ources; plans insure safety rational and p	and controls exp and loss contro performance data	penditures and ma l; encourages and a; takes action to	aterials, emphasizing d demonstrates cost-
Value to Job:	L 1 Relatively Low	2	3	4	5 Critical Importance
Level of Performance:	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding

3. MANAGING SYSTEMS AND OPERATIONS - LEADERSHIP: Conceptualizes the position's functions in the overall goals of the campus and plans and organizes necessary activities, programs and objectives to meet departmental goals; evaluates goal accomplishment; establishes priorities and accommodates changes in priority objectives; few problems occur due to lack of planning, coordination or scheduling, and problems that do arise are confronted and corrected; develops innovative and efficient organization and systems; roles and responsibilities are clearly defined among subordinates and co-workers; effectively delegates and follows through. Does this person assemble information, materials and people into a coherent, logical and effective unit?

Value to Job:	1	2	3	4	5
	Relatively Low				Critical Importance
Level of Performance:	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding

Comments:

4. MANAGING INFORMATION - COMMUNICATION: Communicates effectively both orally and in writing; normally resolves problems, controversial issues or complaints without referral to a higher source; maintains courteous relations and coordinates work activities with concerned departments and agencies; few problems occur because of poor dissemination of information; gives information that is clear and well understood; checks for understanding; listens and responds to co-worker's or subordinate's ideas, needs and suggestions; effectively conducts and participates in meetings; keeps his or her manager informed; reports and oral presentations are clear and concise. Does this person use and give information effectively and efficiently?



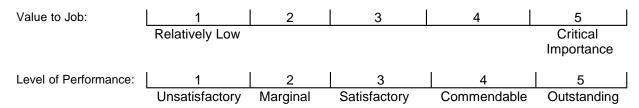
Comments:

5. DIVERSITY/EQUAL EMPLOYMENT OPPORTUNITY: Encourages and maintains constructive human relations among co-workers and subordinates; nurtures a civil and collegial work environment that values the diversity of persons and ideas; assists in recruiting diverse candidates for vacancies as reflected in our campus and surrounding community; encourages and/or assists in the training and career development of subordinates. Has this person demonstrated ability and success in meeting the University's and his/her diversity and equal employment opportunity commitments?

Value to Job:	1	2	3	4	5
	Relatively Low				Critical
					Importance
Level of Performance:	1 1	ر ا	2 ع	Ι 4	5
Level of Feriorinance.	· ·		3	4	3
	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding

Comments:

6. QUALITY AND QUANTITY: Meets technical or professional standards of work in an efficient manner; uses methods which enhance quality; work is accurate and thorough; amount of work completed meets or exceeds standards; completes work on schedule. Does the work performance of this person result in consistently high quality and quantity of professional work?



Comments:

7. PROBLEM SOLVING: responds to new and differ or answer; overcomes resimake decisions, even who decisions for solutions to p	rent situations; rec stance and gains a en complete inforr	ognizes a pro acceptance for	blem and uses on the color of t	reativity and effor es, practices, or p	t to identify a so rocedures; is will	lution ling to
Value to Job:	l 1	2	3 l	4	5 l	
	Relatively Low	<u> </u>	<u>-</u>	·	Critical	
					Importance	
Level of Performance:	1 1	2	3	4	5	
	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding	
Comments:						
8. TIMELINESS/COMPLI. If deviation from specified this employee consistently	imeliness/requiren	nents are nece deadlines?	essary, discusses			Is
Value to Job:	Relatively Low	2	3	4	5 Critical	ı
	Relatively LOW				Importance	
Level of Performance:	1	2	3	4	5	
	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding	
Comments:						
9. PERSONAL (SELF): goals of department; demonant development; is willing with superiors and co-woresponsible and mature materials.	nstrates extra effor to assume respor orkers, adjusts to	t to ensure good nsibility for dec changes and	als are achieved; sisions and actior d manages stre	seeks personal arns; is flexible and o	nd professional g cooperative in wo	rowth orking
Value to Job:	Relatively Low	2	3	4	5 Critical Importance	
Level of Performance:	1	2	3	4	5	
Comments:	Unsatisfactory	Marginal	Satisfactory	Commendable	Outstanding	
Commond.						

2.24.2022

Si	gnatures and Further	r Level of Comments: Employee:	
A.	Evaluated by:	Name and Title	
		 Signature	Date
В.	I have read this docu		
		Employee Signature	
			Date
	Comments:		
	Note: If the emp evaluation	oloyee has a response to the evaluation, please attach written resp	oonse to this
C	Dean/Director:		
Ο.	Boary Biroctor:	Signature and Title	
			Date
	0		
	Comments:		
D.	Cabinet Officer:		
		Signature and Title	
			Deta
	Comments:		Date

HR AVP Reviewed Processed by HR President Reviewed