



SECTION 1. EMPLOYEE INFORMATION AND SIGNATURES			
Employee Name:		Position:	
Type of Review:	Initial 6 month Other:	Annual	Review Period: From: To:
Date of This Review:		Date of Last Review:	
Department:		College/ Division:	
Evaluator Name:		Title:	
Department Head /Reviewer Name:		Title:	

SIGNATURES		DATE
Evaluator:		
Department Head/ Reviewer:		
Vice President/ President:		
Employee:		

Employee signature indicates only that you have received the evaluation. You may attach comments to the evaluation and/or request reconsideration.

Ratings:

- Outstanding - Total performance is far above normal standards for this position.
- Exceeds Expectations - Consistently competent performance exceeding normal standards in all critical factors for the position.
- Meets Expectations - Meets all normal requirements of the position in a competent manner.
- Below Expectations - Total performance periodically or regularly falls short of expectations. Specific deficiencies should be noted in Section D or in a signed and dated attachment.
- Unacceptable - Performance is clearly inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable for position held.

MPP Evaluations may be submitted in narrative form by attaching the narrative to this completed Page 1.

Signatures and Routing:

After the evaluation meeting between the MPP employee and evaluator, the final evaluation is routed to the Department Head and Vice President for signature. The completed evaluation is then signed by the Evaluator and presented to the MPP employee for signature. After all final signoffs, the evaluation is copied and routed as follows:

- Original: Personnel File
- Copy : Employee
- Copy : Evaluator

SECTION 2. PROGRESS TOWARD GOALS ACHIEVEMENT

List the goals established for this evaluation period and provide a narrative progress report of achievement.

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SECTION 3. MANAGEMENT PERFORMANCE CRITERIA

For each criterion, assign a rating and provide a narrative evaluation.

Relationships - Interpersonal and administrative relationships with peers, faculty, students, staff, the public. Includes oral and written communications.

Rating:

Narrative	
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Leadership - Providing vision, leadership, positive attitude, and enthusiasm. Include service on campus committees.

Rating:

Narrative	
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Resource Utilization - Management and supervision of assigned human, physical, and fiscal resources.

Rating:

Narrative	
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Diversity/Equal Employment Opportunity -

Knowledge of responsibilities, commitment to the principles, and dedicated to the practice of diversity as evidenced by attitude and actions.

Rating:

Narrative	
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Safety /Illness and Injury Prevention - Knowledge of responsibilities and commitment to principles and practice of safety as evidenced by attitude and actions.

Rating:

Narrative	
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Technical Competence - In the assigned functional areas of responsibility. Include review of effectiveness, efficiency, customer service and commitment to standards of quality.

Rating:

Narrative	
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SECTION 4. OVERALL EVALUATION/SUMMARY

Overall Performance Rating:

Summary of Performance Narrative:

SECTION 5. GOALS FOR NEXT YEAR/DEVELOPMENT

List the employee's goals and personal development objectives for the next year.