



MPP Performance Appraisal Summary

Employee ID & Name:

Dept:

Working Title:

Date:

1. **MANAGING HUMAN RESOURCES:** Secures cooperation and obtains optimum results through the efforts of peers, faculty, student leaders, co-workers and/or subordinates; leads effectively; develops and instructs others; treats subordinates equitably; demonstrates sensitivity and awareness in relating to people; secures trust and respect; develops team work. Does this person effectively utilize human resources to accomplish a task or goal?

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:

2. **MANAGING FINANCIAL AND MATERIAL RESOURCES:** At level appropriate to job, demonstrates fiscal responsibility and efficient utilization of resources; plans and controls expenditures and materials, emphasizing utilization and savings; takes measures to insure safety and loss control; encourages and demonstrates cost-effective performance; effectively uses operational and performance data; takes action to provide consistently high service levels efficiently. Does this person meet all work commitments within established budgetary limitations?

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:

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
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 Relatively Low Critical Importance

Level of Performance:

1	2	3	4	5
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 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?

Value to Job:

1	2	3	4	5
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 Relatively Low Critical Importance

Level of Performance:

1	2	3	4	5
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 Unsatisfactory Marginal Satisfactory Commendable Outstanding

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	2	3	4	5
	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?

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:

7. **PROBLEM SOLVING:** Develops alternatives and implements practical and effective solutions; appropriately responds to new and different situations; recognizes a problem and uses creativity and effort to identify a solution or answer; overcomes resistance and gains acceptance for change in policies, practices, or procedures; is willing to make decisions, even when complete information is not available. Does this person consistently reach sound decisions for solutions to problems?

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:

8. **TIMELINESS/COMPLIANCE:** Adheres to campus and system-wide mandates in a timely manner. If deviation from specified timeliness/requirements are necessary, discusses such with the appropriate office. Is this employee consistently meeting required deadlines?

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:

9. **PERSONAL (SELF):** Commitment and responsibility assumed are substantial; is committed and loyal to goals of department; demonstrates extra effort to ensure goals are achieved; seeks personal and professional growth and development; is willing to assume responsibility for decisions and actions; is flexible and cooperative in working with superiors and co-workers, adjusts to changes and manages stress. Is this person motivated toward responsible and mature managerial/professional behavior?

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:

Signatures and Further Level of Comments:

Employee: _____

A. Evaluated by: _____
Name and Title

Signature Date

B. I have read this document: _____
Employee Signature

Date

Comments:

Note: If the employee has a response to the evaluation, please attach written response to this evaluation.

C. Dean/Director: _____
Signature and Title

Date

Comments:

D. Cabinet Officer: _____
Signature and Title

Date

Comments: