WESTFIELD STATE UNIVERSITY PERFORMANCE EVALUATION FOR SENIOR MANAGEMENT

PART I: GENERAL INFORMATION

Name:	
State Title:	
Campus Title:	
Department:	
Evaluation Period:	

PART II: EVALUATION OF SPECIFIC AREAS

Rating Scale

Significantly Exceeds Expectations – work is performed in a distinguished superior manner achieving all goals at a level significantly above expectations; very few employees will achieve this rating.

Exceeds Expectations – work is performed with a high degree of competence and all goals are achieved at a level typically above standard.

Meets Expectations – work is performed in an acceptable manner achieving goals at a level that meets the standard.

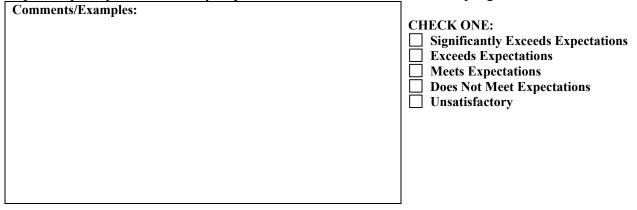
Does Not Meet Expectations – work is performed below the standard requirement; has trouble meeting some goals; room exists for improvement.

Unsatisfactory - significantly deficient in skills and abilities.

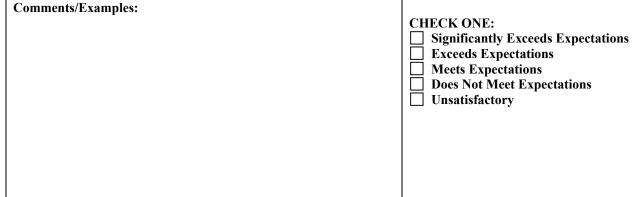
Vision and Leadership - Sets a positive example and provides sound leadership and direction to division; maintains high ethical standards, provides dynamic and creative leadership; plans and organizes necessary activities, programs, and objectives to meet unit goals and support the University mission.

	CK ONE: ignificantly Exceeds Expectations xceeds Expectations leets Expectations loes Not Meet Expectations insatisfactory
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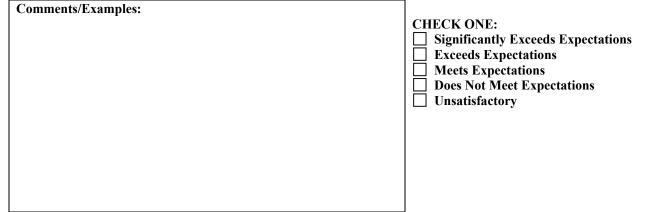
Management/Supervision - Provides oversight and motivates employees to perform at their highest level; able to responsibly evaluate the work of employees, taking appropriate action when necessary; enforces division/department policies in a positive manner; recognizes and responds quickly and effectively to problem situations; exercises sound judgment.



Program Development/Strategic Planning and Assessment - Leads division/department in review, development, and enhancement of all programs; supervises effective long-range planning efforts of division; offers valuable participation in University-wide planning and assessment; employs assessment tools to continually evaluate and improve programs within division.



Managing Financial and Material Resources/Budget Management - Demonstrates fiscal responsibility and efficient utilization of resources; provides leadership in effectively determining use of resources; uses responsible, cost-effective purchasing practices; complies with University financial policies and procedures.



Community Relations/Services - Volunteers and participates in University governance and/or professional organizations; participates in campus and community activities; represents the University well in various external forums.

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Comments/Examples:	
	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory

Facilitating University Mission - Actively supports University mission; develops and supports efforts to enhance cultural diversity, affirmative action, and equal opportunity; encourages staff to set goals relative to the University mission; shows achievement in advancing the University mission.

Comments/Examples:	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory
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Communications/Interpersonal Skills - Effectively communicates with others in writing and speaking, listens carefully, represents the University well in internal and external communications; gains respect of academic, internal, and external community; fosters environment of respect and civility.

Comments/Examples:	
	CHECK ONE:
	Not Applicable
	Significantly Exceeds Expectation
	Exceeds Expectations
	Meets Expectations
	Does Not Meet Expectations
	Unsatisfactory

PART III: ACCOMPLISHMENTS AND GOALS

Accomplishments: Please identify any extraordinary achievements, notable service, or exemplary contributions to the University community made within this evaluation period.

Goals for upcoming evaluation period:

PART IV: ADDITIONAL COMMENTS/SIGNATURES

Employee Comments (Optional):

Employee Signature Does not imply agreement with the evaluation.

Supervisor's Signature

President's Signature

Date

Date

Date