# WESTFIELD STATE UNIVERSITY PERFORMANCE SELF-EVALUATION FOR SENIOR MANAGEMENT

### PART I: GENERAL INFORMATION

Name:	
State Title:	
Campus Title:	
Department:	
<b>Evaluation Period:</b>	

### 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.

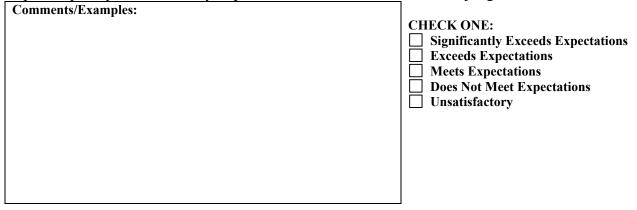
**Does Not Meet Expectations** – work is performed below the standard requirement; has trouble meeting some goals; room exists for improvement.

Unsatisfactory - significantly deficient in skills and abilities.

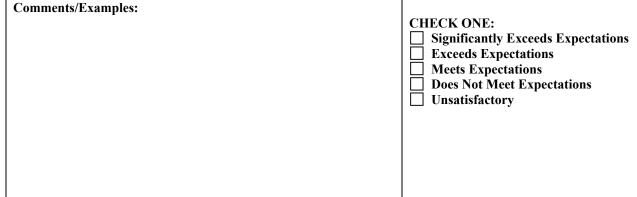
**Vision and Leadership** - Sets a positive example and provides sound leadership and direction to division; maintains high ethical standards, provides dynamic and creative leadership; plans and organizes necessary activities, programs, and objectives to meet unit goals and support the University mission.

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

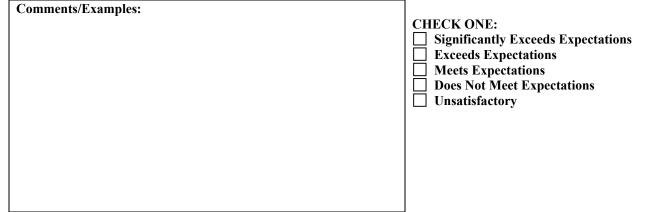
**Management/Supervision** - Provides oversight and motivates employees to perform at their highest level; able to responsibly evaluate the work of employees, taking appropriate action when necessary; enforces division/department policies in a positive manner; recognizes and responds quickly and effectively 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:
	<b>Not Applicable</b>
	Significantly Exceeds Expectation
	<b>Exceeds Expectations</b>
	<b>Meets Expectations</b>
	<b>Does Not Meet Expectations</b>
	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

**Employee Comments (Optional):** 

Employee Signature

Date