



MANAGER PERFORMANCE MANAGEMENT AND DEVELOPMENT INSTRUMENT

Name:	University Personnel #:
Position Title/Department:	Supervisor::
Division:	Supervisor/Title:
Period Covered	Date of Review:
From: _____ To: _____	

PART I: CORE PERFORMANCE FACTORS

Employee completes self-evaluation and returns completed document to their manager. Manager evaluates the employee’s proficiency in the following performance factors using the rating scale below. Assign a value between 1 and 5. **N/A should be used if the performance factor is not relevant for the position being evaluated.** The reviewer’s signature should be obtained prior to discussion of the evaluation with employee being evaluated.

5 = Leading Performance **4 = Strong Performance** **3 = Solid Performance**
2 = Building Performance **1 = Not Meeting Expectations** **N/A = NOT Applicable**

PERFORMANCE CATEGORY	EMPLOYEE	RATER
Job Knowledge	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Quality of Work	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Leadership Skills	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Effective Resource Management (Human and Fiscal)	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Planning & Strategic Skills	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Communication/Listening Skills	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Organizational Skills	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Professionalism	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Teamwork	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Critical Thinking	1 2 3 4 5 N/A	1 2 3 4 5 N/A
Contribution to ESUs Strategic Goals: Enrollment, Retention, and DEI	1 2 3 4 5 N/A	1 2 3 4 5 N/A

PART II: SUMMARY OF MY OVERALL PERFORMANCE

The space below is provided for a narrative summary of your self-assessment of performance over the period being evaluated. Describe how you have contributed to the University's Strategic Goals with efforts to increase enrollment, improve retention, and support diversity, equity, and inclusion. Include examples such as mentoring others from traditionally underrepresented groups, preparing and developing trainings or webinars, assisting in Orientation and new student programming, creating a welcoming environment, and having participated in committees, conferences, trainings, and/or webinars.

Employee Remarks:

PART III: OVERALL PERFORMANCE RATING

Overall Rating (1-5):

Supervisor Remarks:

Name: _____
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PART IV: SIGNATURES

The manager and immediate supervisor are required to sign the instrument after completing it and concluding the performance interview. The manager is only attesting to having been afforded the opportunity to review the evaluation and discuss the evaluations the immediate supervisor. The manager's signature does not necessarily indicate that the manager agrees with the superior's measurement of the manager's performance. Employee comments are optional.

Rater's Signature:	Date:
Reviewer's Signature:	Date:
Employee's Signature:	Date:

Employee Comments:

I would like to discuss this report with the Reviewing Officer: Yes No

As requested, Reviewing Officer discussed report. Date Discussed:

Reviewing Officer 's Signature: Date:

Name: _____
University Personnel #: _____