



**CSCU System Office
Management / Confidential
Annual Performance Appraisal**

EMPLOYEE NAME	JOB TITLE		
DEPARTMENT	PERIOD COVERED	FROM	TO

FACTORS	Good or Better	S	S	Less Than Good	F	U	DEFINITION OF RATINGS
Evaluate the employee on the job now being performed based on the report period. Check (x) the rating category which most nearly describes your overall judgment for each of the job factors	E X C E L L E N T	S U P E R I O R	S A T I S F A C T O R Y		F A I R	U N S A T I S F A C T O R Y	EXCELLENT = Distinctly and consistently outstanding. SUPERIOR = Definitely above the norm. SATISFACTORY = Meets basic requirements FAIR = Need for improvement. UNSATISFACTORY = Definitely inadequate. NOTE: <i>Written explanations are required for ratings of "Less than Good", and they are recommended for ratings of "Excellent".</i>
QUALITY OF WORK: Thoroughness, accuracy and appearance of work, regardless of volume							EXPLANATION _____ SUGGESTIONS FOR IMPROVEMENT
QUANTITY OF WORK: The amount of work produced under normal conditions, disregarding errors, and giving full consideration to contributions in all official areas.							EXPLANATION _____ SUGGESTIONS FOR IMPROVEMENT
DEPENDABILITY: The ability to do assigned tasks on schedule under normal circumstances with a minimum of supervision. Unauthorized absence should be considered as it affects dependability.							EXPLANATION _____ SUGGESTIONS FOR IMPROVEMENT
ABILITY TO DEAL WITH PEOPLE: Relationships with staff and the public; cooperativeness.							EXPLANATION _____ SUGGESTIONS FOR IMPROVEMENT
SUPERVISORY ABILITY: (if applicable) The ability to delegate authority and accomplish assigned tasks through subordinates.							EXPLANATION _____ SUGGESTIONS FOR IMPROVEMENT

RATED BY:	SIGNATURE	TITLE	DATE
REVIEWED BY:	SIGNATURE	TITLE	DATE
EMPLOYEE:	SIGNATURE	TITLE	DATE

NOTE TO EMPLOYEE:

Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating. The supervisor must give the employee a copy of the rating at the time the employee signs it. Should any subsequent change be made, all copies must be revised, and the change must be initialed by the employee.



Mark E. Ojakian
President

CONFIDENTIAL

**Performance Evaluation for CSCU Executive Staff for the period
July 1, 2017 to June 30, 2018**

NAME: _____

TITLE: _____

PART ONE – SELF-APPRAISAL

Instructions: Please prepare and append to this form a written self-appraisal of (no more than three pages) your performance during the rating period.

PART TWO - CORE COMPETENCIES

Instructions: Please evaluate your core competencies in accordance with the rating scale set forth below:

- 1 = Unsatisfactory
- 2 = Improvement needed
- 3 = Meets expectations
- 4 = Exceeds expectations

Factors					Comments
1. Leadership Authenticity, clear and inspiring vision, humility, listening; ability to enlist others in the organization's mission; develops trust and credibility; demonstrates honest and ethical behavior.	1	2	3	4	
2. Inclusiveness Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others and creates opportunities for access and success.	1	2	3	4	
3. Problem Solving and Decision Making Problem solving – Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions; responds quickly to new challenges. Decision making – Makes clear, consistent, transparent decisions consistent with established policies; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions.	1	2	3	4	
4. Strategic Planning and Organizing Understands big picture and aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions, seeks alternatives and broad input; can see connections within complex issues.	1	2	3	4	
5. Communication Connects with peers, subordinates and customers; actively listens; clearly and effectively shares information; willingness to conduct difficult conversations; demonstrates effective oral and written communication skills overall.	1	2	3	4	
6. Quality Improvement Strives for efficient, effective, high quality performance in self and the organization; delivers timely and accurate results; resilient when responding to situations that are not going well; takes initiative to make improvements.	1	2	3	4	
7. Team Building Cooperates and collaborates with colleagues as appropriate; works in partnership with others; creates effective relationships with entities critical to organizational success.	1	2	3	4	
8. Collegiality Overall quality of interaction within the System Office; shares pertinent information to keep management and subordinates aware of potential issues and ongoing activity; solicits input; presents recommendations and alternatives for decision-making; assures timeliness of information for decision-making and responses to requests; conducts outreach to provide information to and solicit feedback from others.	1	2	3	4	

PART T – THE PLANNING PROCESS

Instructions: *In the space provided below, please identify three to five measurable objectives you intend to pursue in the rating period from July 1, 2017 to June 30, 2018, and, in each, discuss its strategic value to the Board of Regents, along with the action steps you intend to take to achieve success.*

Click here to enter text.



PART FOUR – EVALUATION

Instructions: For the period from July 1, 2017 to June 30, 2018, please evaluate your overall performance:

- Unsatisfactory Improvement Needed Meets Expectations Exceeds Expectations

Supervisor Signature

Date

Employee Signature

Date