

## Management Personnel Plan (MPP) Performance Evaluation

<b>Employee Name:</b>	<b>Department:</b>	<b>Evaluation Period:</b> to	<b>Type of Appraisal:</b> <input type="checkbox"/> 6 Month <input type="checkbox"/> Annual <input type="checkbox"/> Other
<b>Classification:</b>	<b>Working Title:</b>		
<b>RATING CRITERIA</b>			

**Exceeds Expectations:** Performance in this area often exceeds expectations and requirements of the position.

**Achieves Expectations:** Performance meets and sometimes may exceed expectations and requirements of the position. Fully competent.

**Needs Improvement:** Performance in this area often does not meet expectations and requirements of the position. Improvement is necessary.

	Exceeds Expectations	Achieves Expectations	Needs Improvement
<b>PROFESSIONAL EFFECTIVENESS:</b> Ability to work effectively with others; ability to achieve outcomes; demonstrates professionalism; demonstrates self-awareness; receives feedback well; is self-reflective; seeks growth opportunities; willingness to change; commitment to personal and professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			
<b>COMMUNICATION:</b> Effective in a variety of communication settings; attentively listens to others; provides timely and helpful information to others across the organization; encourages the open expression of diverse ideas and opinions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			
<b>VALUES:</b> Demonstrates respect and seeks to understand different perspectives and cultures; contributes to a work environment where differences are valued and supported; embraces the University's values: Discovery, Diversity, Distinction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Employee Name: \_\_\_\_\_

	Exceeds Expectations	Achieves Expectations	Needs Improvement
<p><b>JOB KNOWLEDGE:</b>            Possess the knowledge, skills and abilities required to achieve performance goals and objectives; demonstrates understanding of applicable CSU and campus policies and procedures; demonstrates a willingness to collaborate with colleagues in a team oriented manner; demonstrates the ability to embrace flexibility depending upon campus priorities; willingness to enhance knowledge and expertise; actively seeks out opportunities for process improvement and willingness to take on additional responsibilities, when needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			
<p><b>PLANNING AND ORGANIZATION:</b>            Ability to anticipate needs and plan, prioritize, organize, and monitor work. Possesses attention to detail and follow-through; if applicable, effectively manages budget.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			
<p><b>LEADERSHIP:</b>            Ability to inspire, motivate, and establish trust and credibility; ability to be creative and innovative; ability to be an effective problem-solver; role models the Principles of Community.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			
<p><b>MANAGE /SUPERVISE:</b>            Ability to take responsibility; ability to delegate, to direct work and to evaluate and train direct reports; ability to effectively problem solve.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			
<p><b>STAFF DEVELOPMENT:</b>            Ability to grow and retain dedicated staff and commit to supporting professional development for staff at all levels in support of their career growth and opportunity to gain enhanced skills.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

Employee Name: \_\_\_\_\_

	Exceeds Expectations	Achieves Expectations	Needs Improvement
<b>STRATEGIC PLANNING</b> Ensures department/functional area goals and deliverables align with the University's mission, vision, and Five-Year Strategic Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>  			

**GOALS AND OBJECTIVES FOR NEXT APPRAISAL PERIOD**

**Mutually develop performance goals for the next appraisal period.** Identify areas for growth. If performance is in need of improvement, establish an improvement plan at this time. The plan should include new goals as well as a commitment to improve performance in those areas which are currently weak. **Take the opportunity to discuss any available resources that may be beneficial in achieving these goals and objectives.**

{Insert Goals Here}

**OVERALL PERFORMANCE EVALUATION RATING**

Using the following standards, please select the summary description that most closely describes the employee's overall performance for this entire review period:

- Exceeds Expectations:** *Performance often exceeds expectations and requirements of the position.* Incumbent frequently demonstrates the ability to integrate a variety of skills to effectively solve problems and carry out duties, responsibilities and objectives beyond the expectations of the position. Incumbent's performance is consistent with the behavior associated with the selected critical performance factors. Incumbent adds value to the organization beyond what is expected and is one of the key contributors within the organization.
- Achieves Expectations:** *Performance meets and sometimes may exceed the position's requirements and expectations.* Incumbent adds value to the organization and is a fully competent performer. Critical goals, tasks, and projects are achieved within acceptable standards. During the review period, there may have been some accomplishments that exceeded expectations, some that may have met expectations and, possibly, some areas where results may not have fully met expectations. Overall, the incumbent demonstrates the ability to handle projects or assignments within the scope of the position and demonstrates the ability to integrate a variety of skills to solve problems and carry out duties, responsibilities and objectives. Incumbent's performance is generally consistent with the behavior associated with the selected critical performance factors. Incumbent adds value to the organization and is a fully competent performer.
- Needs Improvement:** *Performance often does not meet expectations and requirements of the position. Improvement is necessary.* Incumbent needs further development and/or improvement in one or more of the critical performance factors. Incumbent requires more than the normal amount of guidance and follow-up to assure that assignments are progressing adequately. Performance is occasionally consistent with the behavior associated with the selected critical performance factors. Sustained progress and improvement are required in one or more of the critical performance factors.

Employee Name: \_\_\_\_\_

**MANAGER'S COMMENTS**

(Comment on the Performance Factors, cite examples where appropriate, and include future performance and professional development objectives).

{Insert Narrative Here}

**EMPLOYEE'S COMMENTS**

(May also attach a separate sheet).

{Insert Narrative Here}

*I certify that this evaluation has been discussed with me. My signature does not necessarily indicate that I agree with the evaluation.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date