



## University of California

### 2018/2019 Performance Management for Senior Administrators

Name:

Manager:

Job Title:

Division:

Hire Date:

Department:

### Rating Definitions

**Outstanding Top Performer-Makes Significant Contributions** - is significant overachievement of expectations.

**Consistently Exceeds Job Expectations** - is often beyond expectations.

**Fully Meets Job Expectations-Solid Performance** - consistently fulfills expectations.

**Partially Meets Job Expectations** - is inconsistent performance, with expectations only partially achieved. Deficiencies should be addressed in the performance appraisal.

**Does Not Meet Job Expectations** - is the failure to achieve the majority of expectations. Deficiencies should be specifically addressed in the performance appraisal.

### SELF-ASSESSMENT OF TOP GOALS AND ACCOMPLISHMENTS

Prepare a self-assessment regarding the top value-added accomplishments and contributions over this review period (e.g., goals accomplished, problems solved, value added program changes). If you require additional space, please add a separate document to the "Feedback" section on your Personal Page. You may add the additional document by clicking the "Attach Feedback" link below the comment box.



Employee: N/A

 [Attach Feedback](#)

 

## LEADERSHIP COMPETENCY AND ACHIEVEMENT

Assess the employee's accomplishments and contributions as they relate to the following competencies. Please use the section at the end of this form, *Manager's Comments on Performance*, to provide clarifying remarks, areas in need of improvement, or to highlight particular accomplishments or strengths.

### Competencies & Achievements

#### Vision

Takes a long-term view and builds a shared vision with others that is understood at all levels of the organization; acts as a catalyst for organizational change. Influences others to translate vision into action.

#### Manager

#### Self

- |                       |   |                       |
|-----------------------|---|-----------------------|
| <input type="radio"/> | Outstanding Top Performer-Makes Significant Contributions | <input type="radio"/> |
| <input type="radio"/> | Consistently Exceeds Job Expectations                     | <input type="radio"/> |
| <input type="radio"/> | Fully Meets Job Expectations-Solid Performance            | <input type="radio"/> |
| <input type="radio"/> | Partially Meets Job Expectations                          | <input type="radio"/> |
| <input type="radio"/> | Does Not Meet Job Expectations                            | <input type="radio"/> |

**Employee:** N/A

**Comments:**



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#### Leadership

**Manager**

**Self**

Demonstrates the ability to bring new strategic concepts to the organization. Anticipates issues affecting the enterprise and comes forward with workable solutions. Able to organize and motivate people to achieve stated goals. Encourages collaboration among staff across divisional boundaries and discourages working in silos. Exercises, if appropriate, intersegmental and national higher education leadership.

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

**Employee:** N/A

**Comments:**



[Attach Feedback](#)

**Accountability and Governance**

Develops goals and objectives that support the strategic objectives of the organization, both locally and systemwide. These goals and objectives will include compliance with applicable regulatory and university requirements. Adheres to University principles of transparency and openness in working with all constituents.

**Manager**

**Self**

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

**Employee:** N/A

**Comments:**



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**People Management**

Sets clear expectations and high standards for work team. Provides environment and opportunities for individual growth and career development. Provides clear, specific and timely performance feedback; recruits, mentors and retains talented managers and employees; provides effective coaching, delegates effectively and rewards superior performance

**Manager**

**Self**

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

Employee: N/A

Comments:



[Attach Feedback](#)

### Creativity and Innovation

Develops and encourages creative and innovative approaches to addressing issues and challenges. Offers a variety of alternatives and approaches to solving problems. Receptive to change.

#### Manager

#### Self

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

Employee: N/A

Comments:



[Attach Feedback](#)

### Interpersonal and Communication Skills

Demonstrates proficient written and verbal communication/presentation skills, including the ability to present complex ideas and issues in a clear, concise manner both internally and, if necessary, externally. Willing to accept and consider differing viewpoints and constructive feedback.

#### Manager

#### Self

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

Employee: N/A

Comments:



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### Work Productivity and Quality

Proactive and consistently achieves high levels of productivity and quality in work products. Meets deadlines and operates efficiently and within the University's policies and procedures. Seeks to determine whether programs and activities add value to the University and the campuses. Works collaboratively and effectively with campus leadership and representatives from other segments.

#### Manager

#### Self

- |                       |   |                       |
|-----------------------|---|-----------------------|
| <input type="radio"/> | Outstanding Top Performer-Makes Significant Contributions | <input type="radio"/> |
| <input type="radio"/> | Consistently Exceeds Job Expectations                     | <input type="radio"/> |
| <input type="radio"/> | Fully Meets Job Expectations-Solid Performance            | <input type="radio"/> |
| <input type="radio"/> | Partially Meets Job Expectations                          | <input type="radio"/> |
| <input type="radio"/> | Does Not Meet Job Expectations                            | <input type="radio"/> |

**Employee:** N/A

**Comments:**



 [Attach Feedback](#)

### Diversity

Demonstrates an active and engaged commitment to diversity. Works to establish a climate that welcomes and promotes respect for diversity of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran in the University. Ensures diverse representation on search committees, supplemental outreach efforts, etc. Promotes equity in advancements by describing review process for new staff and administrators, encouraging participation in career advising or mentoring programs, etc.

#### Manager

#### Self

- |                       |   |                       |
|-----------------------|---|-----------------------|
| <input type="radio"/> | Outstanding Top Performer-Makes Significant Contributions | <input type="radio"/> |
| <input type="radio"/> | Consistently Exceeds Job Expectations                     | <input type="radio"/> |
| <input type="radio"/> | Fully Meets Job Expectations-Solid Performance            | <input type="radio"/> |
| <input type="radio"/> | Partially Meets Job Expectations                          | <input type="radio"/> |
| <input type="radio"/> | Does Not Meet Job Expectations                            | <input type="radio"/> |

**Employee:** N/A

**Comments:**



 [Attach Feedback](#)

### Principles of Community

Fosters a positive working and learning environment, by maintaining a climate of fairness, cooperation, civility and professionalism. Practices and integrates these basic principles in all interactions.

#### Manager

#### Self

- |                       |   |                       |
|-----------------------|---|-----------------------|
| <input type="radio"/> | Outstanding Top Performer-Makes Significant Contributions | <input type="radio"/> |
| <input type="radio"/> | Consistently Exceeds Job Expectations                     | <input type="radio"/> |

- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

Employee: N/A

Comments:



[Attach Feedback](#)

### Resource Management and Financial Budget

Develops strategic goals and objectives to achieve accountability and efficient stewardship of University resources (operational, financial, and human), in a manner consistent with systemwide objectives and initiatives.

#### Manager

#### Self

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

Employee: N/A

Comments:



[Attach Feedback](#)

### Client Service

Understands that UC is a large, complex organization with many internal and external clients. Carries out UC's organizational philosophy to provide the best possible services in support of its mission: teaching, research and public service. Determines whether a program or activity impedes or advances the University's goals.

#### Manager

#### Self

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

Employee: N/A

Comments:



[Attach Feedback](#)

### Health and Safety

Understands that safety and environmental issues are essential elements of ensuring the continued success of UC and its employees. Maintains a safe, healthy and environmentally sound workplace.

#### Manager

#### Self

- Outstanding Top Performer-Makes Significant Contributions
- Consistently Exceeds Job Expectations
- Fully Meets Job Expectations-Solid Performance
- Partially Meets Job Expectations
- Does Not Meet Job Expectations

Employee: N/A

Comments:



[Attach Feedback](#)

### Manager's Comments on Performance

Please provide any final comments on accomplishments and areas of improvement:

Employee: N/A

COMMENT



### Overall Performance Appraisal

Overall Appraisal Rating:

Score:  / 5

#### Manager

#### Self

- Outstanding Top Performer-Makes Significant Contributions** - is TRANSFORMATIVE work. In addition to exceeding performance goals, the organization (department, unit or program) is fundamentally better as a

result of the employee's contributions. The individual is a role model for others in the organization.

- Consistently Exceeds Job Expectations** - is The work EXCEEDS the quality, quantity and timing for performance goals established by the employee and the supervisor.
- Fully Meets Job Expectations-Solid Performance** - Strong work that is MERITORIOUS, the work product MEETS quality, quantity and timing of performance goals established by the employee and supervisor.
- Partially Meets Job Expectations** - The work product PARTIALLY MEETS the quality, quantity and/or timing of performance goals established by the employee and supervisor.
- Does Not Meet Job Expectations** - is UNSATISFACTORY work; the organization (department, unit or program) is fundamentally worse as a result of the employee's poor performance. Deficiencies should be specifically addressed in the performance appraisal.



[Attach Feedback](#)

### Employee Final Comments

#### Overall Comments

Employee: N/A

Employee



### FUTURE PERFORMANCE GOALS AND OBJECTIVES

**PERFORMANCE OBJECTIVES:** Establish objectives that are specific, measurable, relevant, and time-based. Metrics are to be developed for each objective to establish clear measurement criteria which will be used in the assessment of performance and achievement.

#### Overall Goal



Employee: N/A

Title

Metric:

Employee: N/A



 [Attach Feedback](#)

 [Add New Goal](#)

[ABC](#) 

**Your electronic signature indicates neither agreement nor disagreement with this evaluation. It indicates you have read the evaluation and that it has been discussed with you.**