1. SELF-ASSESSMENT OF TOP GOALS AND ACCOMPLISHMENT: Each employee will 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), attaching it to this evaluation.

2. 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.

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| --- |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. **Leadership:** 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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance[ ]  Satisfactory Performance |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. 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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. 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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. 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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |
| 1. **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.

[ ]  Exceptional Performance [ ]  Improvement Needed Performance[ ]  Above Expectations Performance [ ]  Unsatisfactory Performance [ ]  Satisfactory Performance |

3. MANAGER’S COMMENTS ON PERFORMANCE: Please provide comments on accomplishments and areas of improvement:

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| --- |
| **Manager’s Comments:**  |

**Overall Appraisal Rating:**

 [ ]  **Exceptional Performance** - is significant overachievement of expectations.

 [ ]  **Above Expectations Performance** - is often beyond expectations.

 [ ]  **Satisfactory Performance -** consistently fulfills expectations.

 [ ]  **Improvement Needed Performance -** is inconsistent performance, with expectations only partially achieved. Deficiencies should be addressed in the performance appraisal.

 [ ]  **Unsatisfactory Performance** - is the failure to achieve the majority of expectations. Deficiencies should be specifically addressed in the performance appraisal.

**Reviewer: Employee:**

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Name and Date Name and Date