

**WESTFIELD STATE UNIVERSITY  
PERFORMANCE EVALUATION FOR SENIOR MANAGEMENT**

**PART I: GENERAL INFORMATION**

**Name:** \_\_\_\_\_

**State Title:** \_\_\_\_\_

**Campus Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Evaluation Period:** \_\_\_\_\_

**PART II: EVALUATION OF SPECIFIC AREAS**

**Rating Scale**

**Significantly Exceeds Expectations** – work is performed in a distinguished superior manner achieving all goals at a level significantly above expectations; very few employees will achieve this rating.

**Exceeds Expectations** – work is performed with a high degree of competence and all goals are achieved at a level typically above standard.

**Meets Expectations** – work is performed in an acceptable manner achieving goals at a level that meets the standard.

**Does Not Meet Expectations** – work is performed below the standard requirement; has trouble meeting some goals; room exists for improvement.

**Unsatisfactory** - significantly deficient in skills and abilities.

**Vision and Leadership** - Sets a positive example and provides sound leadership and direction to division; maintains high ethical standards, provides dynamic and creative leadership; plans and organizes necessary activities, programs, and objectives to meet unit goals and support the University mission.

**Comments/Examples:**

**CHECK ONE:**

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

**Management/Supervision** - Provides oversight and motivates employees to perform at their highest level; able to responsibly evaluate the work of employees, taking appropriate action when necessary; enforces division/department policies in a positive manner; recognizes and responds quickly and effectively to problem situations; exercises sound judgment.

**Comments/Examples:**

**CHECK ONE:**

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

**Program Development/Strategic Planning and Assessment** - Leads division/department in review, development, and enhancement of all programs; supervises effective long-range planning efforts of division; offers valuable participation in University-wide planning and assessment; employs assessment tools to continually evaluate and improve programs within division.

**Comments/Examples:**

**CHECK ONE:**

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

**Managing Financial and Material Resources/Budget Management** - Demonstrates fiscal responsibility and efficient utilization of resources; provides leadership in effectively determining use of resources; uses responsible, cost-effective purchasing practices; complies with University financial policies and procedures.

**Comments/Examples:**

**CHECK ONE:**

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

**Community Relations/Services** - Volunteers and participates in University governance and/or professional organizations; participates in campus and community activities; represents the University well in various external forums.

Comments/Examples:

**CHECK ONE:**

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

**Facilitating University Mission** - Actively supports University mission; develops and supports efforts to enhance cultural diversity, affirmative action, and equal opportunity; encourages staff to set goals relative to the University mission; shows achievement in advancing the University mission.

Comments/Examples:

**CHECK ONE:**

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

**Communications/Interpersonal Skills** - Effectively communicates with others in writing and speaking, listens carefully, represents the University well in internal and external communications; gains respect of academic, internal, and external community; fosters environment of respect and civility.

Comments/Examples:

**CHECK ONE:**

- Not Applicable
- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

### **PART III: ACCOMPLISHMENTS AND GOALS**

**Accomplishments:** Please identify any extraordinary achievements, notable service, or exemplary contributions to the University community made within this evaluation period.

**Goals for upcoming evaluation period:**

**PART IV: ADDITIONAL COMMENTS/SIGNATURES**

**Employee Comments (Optional):**

\_\_\_\_\_  
Employee Signature  
**Does not imply agreement with the evaluation.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date