

California State University, Fresno
MPP Annual Performance Review Process

Supervisor's CHECKLIST

Use the parts that are most appropriate to the level of the position being evaluated. At a minimum, Part B or C, and signatures on Part D should be completed. Evaluators are urged to attend training sessions on conducting performance evaluations.

PART A. Yearly Performance Summary.....Completed by Employee being reviewed

MPP evaluations may begin with the preparation of documents by the MPP being evaluated. The MPP reviews his or her goals established in the last year's performance evaluation and prepares a document that summarizes progress toward those goals. The MPP may furnish the names of four people (a blend of roles is recommended) who may be asked to complete a *Perception Survey*. (Optional)

PART B. Summary Statement from Supervisor.....Completed by You

This is your assessment of the MPP's performance over the stated evaluation period (and offers a rationale for the ratings that follow, if using Part C).

PART C. Goals & Performance Dimensions.....Completed by You

This identifies the criteria used as a basis for the evaluation. Write in the spaces provided the yearly goals and corresponding outcome measures *that were established at the beginning of this evaluation period*. Then, indicate by an **X** your rating. Similarly, mark **X** in each of the 12 "performance dimensions," and the "overall rating."

PART D. Next Year's Goals.....Completed by You

This is the criteria you will use for next year's evaluation. Discuss them with the MPP. Next year's goals **should be identified as soon as possible after July 1.**

Specify in the "*Professional Development Plan*" section any recommendations or plans for training or activity related to the MPP's growth and development. *It is particularly important that any deficits or weak areas identified in your assessment have a corresponding plan for correction or growth.*

Finally, obtain all appropriate signatures. (Required)

When all sections are completed, forward the original to Human Resources (MS#41) for inclusion in the personnel file..... Done!

Manager Being Evaluated _____
Department _____
Evaluation Period _____
Evaluator/Supervisor _____

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PART A. Yearly Performance Summary

As the MPP being evaluated, you will gather and summarize *data relevant to previously established goals & outcome measures*. Outcome measures are defined as specific, quantifiable means of assessing goals. They answer the question “how will you fulfill or accomplish this goal?” This data may take different forms depending on one’s particular unit and performance goals. For instance, supporting documentation may include customer satisfaction survey results, budget information, program or service usage statistics, samples of completed projects/reports and/or other written documentation. In some areas, managers already prepare an “annual report” which would satisfy this requirement.

It is your responsibility to **summarize your performance** relative to those goals and to **furnish documentation** in terms of the outcome measures that were agreed upon at the start of the present evaluation period. While you may exercise latitude in how you organize your summary statement, it is advisable to *specifically identify each goal and outcome measure* in your summary report and to comment on your progress in meeting them.

If there are *contingencies* which may have affected your ability to accomplish or measure your goals, or if your assignment *changed* significantly from the time your goals were agreed upon, be sure to document this in your statement. Any changes in your goals or outcome measures, however, should have been negotiated with your supervising manager or administrator prior to the reporting period. Any additional issues you would like your supervisor to consider should also be noted.

Submit this summary to your supervisor with the following information:

Names of people to contact for future comments on your performance:

- | | | | | |
|----|------|-------|------------|----------------|
| 1. | | | | |
| | Name | Email | Department | Relationship * |
| 2. | | | | |
| | Name | Email | Department | Relationship * |
| 3. | | | | |
| | Name | Email | Department | Relationship * |
| 4. | | | | |
| | Name | Email | Department | Relationship * |

MPP Signature

Date

* Subordinate, co-worker, community member, etc.

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PART B. Summary Statement from Supervisor

Directions: Summarize your assessment of the manager named above over the stated evaluation period, including a rationale for the ratings that follow and an explanation of any special circumstances that were considered.

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Part C. Goals & Performance Dimensions

- (O) **OUTSTANDING:** Manager’s job performance is exceptional, *consistently exceeding expectations* for unit and personal performance goals; employee has made *significant contributions* to the goals and objectives of the University and the unit.
- (C) **COMMENDABLE:** Manager’s job performance consistently meets and *frequently exceeds* job requirements. Manager is recognized as being a *definite asset* in accomplishing personal performance goals as well as the goals and objectives of the unit.
- (S) **SATISFACTORY:** Manager meets all job requirements in a competent manner. Meets relevant unit and personal goals. This is the expected minimum level of performance for managers.
- (I) **IMPROVEMENT NEEDED:** Manager meets some job requirements and relevant unit and personal goals, and minimally meets others.
- (U) **UNSATISFACTORY:** Manager does not meet job requirements for position, including relevant unit and personal performance goals. Immediate and significant improvement is needed.
- (N) **NOT APPLICABLE:** Performance criteria does not apply to employee’s job assignment.

UNIT GOALS (established last year)

O C S I U N

1. _____

Outcome Measure: _____

2. _____

Outcome Measure: _____

3. _____

Outcome Measure: _____

4. _____

Outcome Measure: _____

PERFORMANCE DIMENSIONS

O C S I U N

1. Time Management/Ability to Prioritize Workload: _____

2. Interpersonal Skills: _____

3. Written Communication: _____

4. Problem Solving/Decision Making: _____

5. Training/Development: _____

6. Technical Knowledge: _____

7. Attitude and Collegiality: _____

8. Customer Service: _____

9. Integrity/Honesty: _____

10. Leadership: _____

11. Supervisory Skills: _____

12. Promotion of Goals of University: _____

OVERALL RATING*

*Other factors explained in Part B may be considered in this rating

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Part D. Next Year's Goals (Complete as soon as possible after July 1.)

GOALS

1. _____

Outcome Measure: _____

2. _____

Outcome Measure: _____

3. _____

Outcome Measure: _____

4. _____

Outcome Measure: _____

5. _____

Outcome Measure: _____

PROFESSIONAL DEVELOPMENT PLAN for the next evaluation period:

Signatures: *****

MPP Evaluator/Supervisor: _____ Date: _____

MPP Being Evaluated: _____ Date: _____

President or Vice
President: _____ Date: _____