

VUU ADMINISTRATIVE EVALUATION

I. Position Identification Information	
1. Position:	2. Division/Department:
3. Work Location:	4. Does employee supervise 2 or more employees <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Supervisor's Name	6. Effective Date:

INSTRUCTIONS

In the space provided under each of the evaluation areas: (1) Performance Objectives, (2) Division/Departmental Objectives, (3) Service/Special Assignments, and (4) Implementation of the Strategic Plan. List specific and measurable objectives to be accomplished during this performance period. These objectives should be submitted for review with the supervisor at the beginning of the annual performance period. Weights for each area should be established.

At the end of the performance period, the administrator should document the actual results accomplished and submit the completed form to the supervisor. All performance results must be well documented. Administrators will meet with the supervisor to conduct the performance evaluation to determine an overall annual rating. A sample rating calculation process is contained in **Attachment 1**. A copy of the completed evaluation form should be provided to the supervisor for her records.

The rating scale for each of the areas of evaluation is:

- 5 = Exceptional
- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Fair But Needs Improvement
- 1 = Does Not Meet Expectations

II. Work Description & Performance Plan

Organizational Objective:

Purpose of Position:

Competencies required to successfully perform the work :

Education, Experience, Licensure, Certification required for entry into position:

_____ % Weight	1. Performance Objectives (Core Responsibilities) (Measurable) Results Achieved
_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	
_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	
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_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	

_____ % Weight	2. Division/Departmental Objectives(Measurable) Results Achieved
<p>_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations</p>	
<p>_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations</p>	
<p>_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations</p>	
<p>_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations</p>	
<p>_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations</p>	

_____ % Weight	Implementation of Strategic Plan (Measurable) Results Achieved
_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	
_____ % Weight	Service/Special Assignments Results Achieved (Measurable)
_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	
_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	
_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	
_____ 5=Exceptional _____ 4=Exceeds Expectations _____ 3=Meets Expectations _____ 2=Fair But Needs Improvement _____ 1=Does Not Meet Expectations	

Total _____ %

Performance Plan Objectives discussed and agreed on by the following:

Employee

Date

Supervisor

Date

Reviewer

Date

III. Employee Development Results

Other significant results for the performance cycle:

Areas needing improvement:

Accomplishments:

IV. Overall Results Assessment and Rating Earned

Using the results from the four areas of evaluation previously noted, use this section to summarize and document the results of the evaluation.

Overall Rating *(Please refer to Attachment 1 for guidance on rounding.):*

The rating scale for each of the areas of evaluation is:

- 5 = Exceptional
- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Fair But Needs Improvement
- 1 = Does Not Meet Expectations

Performance Period:

(1) Performance Objectives	Weight _____	Rating _____
(2) Division/Departmental Objectives	Weight _____	Rating _____
(3) Special/Service Assignments	Weight _____	Rating _____
(4) Implementation of Strategic Plan	Weight _____	Rating _____

TOTAL _____

Overall Rating Earned

- Exceptional
- Exceeds Expectation
- Meets Expectation
- Fair But Needs Improvement
- Does Not Meet Expectations

V. Review of Performance Evaluation

Supervisor's Comments:	Signature: Print Name:	Date:
Reviewer's Comments:	Signature: Print Name:	Date:
Employee's Comments:	Signature: Print Name:	Date:

The employee's signature indicates receipt and discussion of the evaluation but does not necessarily mean that he/she agrees with the evaluation.

Attachment 1: CALCULATION OF PERFORMANCE RATINGS

Calculation of the overall performance rating is to be carried out using the standard method for calculating weighted averages. Each area has a weight, expressed as a percent effort, and a rating. For each area, convert the percent weight to a decimal (*i.e.* 35% □ 0.35) and multiply the rating by this decimal. The result is the weighted contribution that each area makes to the overall rating. To determine the overall rating, simply add the contributions from the three areas of service. An example calculation is shown in **Table 1**, below. In the example, the administrator chose to be considered on the basis of 45% effort in Performance Objectives, 50% effort in Division/Departmental Objectives, and 5% effort in Service. The ratings for the example calculation are: Performance Objectives - 4; Division/Departmental Objectives - 3; and Service - 5.

Table: 1. EXAMPLE CALCULATION OF OVERALL PERFORMANCE RATING

Area of Service	Weight¹ (0-100%)	Decimal (0.00 - 1.00)	Evaluator's Rating (1 - 5)	Weighted Contribution
Performance Objectives	45%	0.45	2	.90
Division/Departmental Objectives	50%	0.50	3	1.50
Service/Special Assignments	5%	0.05	3	.15
TOTAL	100%	1.0	--	2.55

The administrator's overall performance rating is determined to be 3.0. The rounding conventions are shown in **Table 2**, below.

Table 2. ROUNDING CONVENTIONS TO BE USED FOR PERFORMANCE RATING

Calculated Rating	Overall Rating Given
4.50 - 5.0	5
3.5 - 4.49	4
2.50 - 3.49	3
1.50 - 2.49	2
1.00 - 1.49	1

Thus, the example administrator would receive an **Overall Performance Rating of 3**.