

**WESTFIELD STATE UNIVERSITY  
PERFORMANCE SELF-EVALUATION  
FOR NON-UNIT MANAGER**

**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.

**Management** - Effectively oversees departmental programs and projects; Plans, organizes work; delegates, coordinates and effectively uses time; counsels, develops, evaluates, and advances subordinates effectively; demonstrates and applies professional skills and knowledge in field of responsibility.

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| <b>Comments/Examples:</b><br><br><br><br><br><br><br><br><br><br> |
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**CHECK ONE:**

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

**Leadership/Supervision** - Provides effective leadership and supervision for department/area; exercises sound judgment; demonstrates ability to motivate and manage others; sets appropriate expectations for employees; holds employees accountable; provides dynamic and creative leadership.

Comments/Examples:

- CHECK ONE:**
- Not Applicable
  - Significantly Exceeds Expectations
  - Exceeds Expectations
  - Meets Expectations
  - Does Not Meet Expectations
  - Unsatisfactory

**Strategic Planning and Assessment** - Sets appropriate goals and objectives for area; offers valuable participation in university planning and assessment; employs assessment tools to effectively evaluate and improve programs; seeks to implement mission of the University in annual planning.

Comments/Examples:

- CHECK ONE:**
- Significantly Exceeds Expectations
  - Exceeds Expectations
  - Meets Expectations
  - Does Not Meet Expectations
  - Unsatisfactory

**Financial/Budget Management** - Demonstrates fiscal responsibility and efficient utilization 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

**Work Ethic** - Demonstrates high ethical standards; sets positive example for subordinates; seeks opportunities for creativity and new achievements in work area; takes pride in work; demonstrates willingness to go beyond expectations.

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:**

- 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**

### **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**

**Employee Comments (Optional):**

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Employee Signature

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Date