



# PERFORMANCE EVALUATION NON-UNIT SENIOR MANAGEMENT

## PART I: GENERAL INFORMATION

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

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

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

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

Annual Evaluation Period: July 1, 20 to June 30, 20

## PART II: EVALUATION OF SPECIFIC AREAS

### Workflow Process

- 1) **Employee completes** self-evaluation in the EMPLOYEE SECTIONS for each area of evaluation.
- 2) **Employee signs** verifying self-evaluation is complete and **submits** to **Supervisor** for response.
- 3) **Supervisor completes** the SUPERVISOR SECTIONS for each area of evaluation.
- 4) **Supervisor signs** verifying their response is complete and **submits** to **employee** for review and/or additional comments. A meeting with the employee is *recommended* before next step to allow for discussion.
- 5) **Employee** may record **additional comments** (optional) and **signs verifying receipt** of completed evaluation.
- 6) The form routes to **Division VP**, *if applicable*, for **signature verifying receipt** before final **routing to HR**.

### 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.

### Areas of Evaluation

- Vision Leadership
- Management/Supervision
- Program Development/Strategic Planning and Assessment
- Managing Financial and Material Resources/Budget Management
- Community Relations/Services
- Facilitating University Mission
- Communications/Interpersonal Skills

Evaluation Schedule	
Employee self-eval period ends	June 30
Employee self eval due to supervisor	July 15
Supv completes eval and reviews w/employee	August 15
Supv submits completed eval to Division VP	August 31
Division VP reviews and submits to HR	September 15

Contact [HR@westfield.ma.edu](mailto:HR@westfield.ma.edu) for assistance.

This form available at <https://www.westfield.ma.edu/offices/hr-titleix-eo/forms-and-resources>

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**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.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Management/Supervision** – Provides oversight and motivates employees to perform at this 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 judgement.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**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.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**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.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**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.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**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.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Communication/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.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**PART III: ACCOMPLISHMENTS AND GOALS**

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

**EMPLOYEE RESPONSE:**

**SUPERVISOR RESPONSE:**

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**Goals:** Identify goals for the upcoming evaluation period.

**EMPLOYEE RESPONSE:**

**SUPERVISOR RESPONSE:**

**PART IV: ADDITIONAL COMMENTS AND SIGNATURES**

Employee Comments (optional):

Supervisor Comments (optional):

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**Signatures**

Employee **Self-Eval** Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor **Eval** Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee **Receipt** of Supervisor Eval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Does not imply agreement with the evaluation)*

Division VP Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Received by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_