



Acquisition of Information for Administrative Mid-Year Evaluation

Deadline: Thursday, October 18, 2018

Administrator being reviewed: **Intef W. Weser, ASI Executive Director**

Review Period: **July '17- October '18**

Reviewer Name: _____

ASI policy provides that information may be acquired from appropriate individuals as part of the mid-year evaluation process. Only those individuals who are in a position to make valid judgment will be invited to participate in the process. Please be advised that any and all comments on this form will not be held confidential.

Directions: Circle the appropriate number below that best describes your judgment. Written comments are encouraged and space is provided on the end of the questionnaire. When you have completed this form, enclose it in the pre-marked envelope found at the ASI Front Desk, and have the entire packet delivered in person or through campus mail.

Evaluation Criteria - Rating Definitions

- 1 = **UNSATISFACTORY:** The employee does not perform at an acceptable level to meet the position standards.
- 2 = **BELOW EXPECTATIONS:** Performance only meets average standards; progress necessary
- 3 = **MEETS EXPECTATIONS:** The employee consistently meets the position standards; performance is fully acceptable and demonstrates an acceptable balance between quality and quantity.
- 4 = **COMMENDABLE:** Results clearly exceed most position requirements; performance is of high quality and is achieved on a consistent basis.
- 5 = **OUTSTANDING:** The employee routinely exceeds the acceptable standards for the position by demonstrating outstanding performance and knowledge to carry out and improve the most complex and demanding portions of the job. Very little room for improvement.

Please provide your rating of the extent to which employee:

Lowest - Average- Highest

A. Quality and Productivity

- | | |
|---|---------------------------|
| 1. Organizes work to make the job easier for both self and supervisor | 1__ 2__ 3__ 4__ 5__ N/A__ |
| 2. Corrects errors and/or questions inconsistencies in work assigned | 1__ 2__ 3__ 4__ 5__ N/A__ |
| 3. Submits work in a complete, accurate, and thorough manner - eliminating the need for close review | 1__ 2__ 3__ 4__ 5__ N/A__ |
| 4. Maintains efficiency through appropriate delegation of responsibility and holding others accountable | 1__ 2__ 3__ 4__ 5__ N/A__ |
| 5. Manages workload efficiently | 1__ 2__ 3__ 4__ 5__ N/A__ |
| 6. Is consistent in quality and quantity of output, and uses time effectively | 1__ 2__ 3__ 4__ 5__ N/A__ |
| 7. Meets deadlines in an accurate and timely manner | 1__ 2__ 3__ 4__ 5__ N/A__ |
| 8. Seeks out new and better ways of accomplishing a task | 1__ 2__ 3__ 4__ 5__ N/A__ |

COMMENTS (Type below):

Lowest - Average- Highest

B. Reliability and Availability

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Is task oriented and obtains results | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Plans effectively, anticipating future conditions and needs accurately | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Accomplishes all tasks within the proper time frame | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Requires little to no review of work during pressure periods | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Is punctual, observes prescribed work break/meal periods, and has acceptable attendance record | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Communicates changes in schedule to appropriate staff members | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Reports to promptly during scheduled hours | 1 | 2 | 3 | 4 | 5 | N/A |

COMMENTS (Type below):

Lowest - Average- Highest

C. Independence

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Able to take action with little to no direction | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Is capable of performing duties with no supervision | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Offers help to others during slow periods | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Seeks out new responsibilities | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Willing to change plans in order to meet deadlines | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Is innovative and open to new ideas | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Demonstrates proper judgment and decision-making skills when necessary | 1 | 2 | 3 | 4 | 5 | N/A |

COMMENTS (Type below):

Lowest - Average- Highest

D. Policy Adherence

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Demonstrates awareness of, and commitment to, Equity and Diversity | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Establishes clear and reasonable policies | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Satisfactorily adheres to institution policies including attendance, punctuality, and time off. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Follows safety regulations, conduct rules, and other policies | 1 | 2 | 3 | 4 | 5 | N/A |

COMMENTS (Type below):

Lowest - Average- Highest

E. Job Knowledge

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Possess the practical/technical knowledge required for the job | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Has substantial knowledge of supervisor's work and department functions | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Can apply knowledge to ensure that matters are tended to in supervisor's absence | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Maintains awareness of changes in areas, and responds to those changes | 1 | 2 | 3 | 4 | 5 | N/A |

COMMENTS (Type below):

Lowest - Average- Highest

F. Interpersonal Relationships

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Works effectively with external constituencies and students | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Relates effectively with other ASI Staff | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Works effectively, and maintains good working relationships with, the Student Leaders and/or Board of Directors | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Can receive assignments from several people, judge or resolve priorities, and maintain good relationships with those involved | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Obtains cooperation from others | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Resolves conflict/problem situations with others in an effective manner | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Inspires enthusiasm and confidence for ASI goals | 1 | 2 | 3 | 4 | 5 | N/A |

COMMENTS (Type below):

Additional Written Comments

COMMENTS (Type below):

Overall Performance

Outstanding Commendable Meets Expectations Below Expectations Unsatisfactory

Print Name: _____

Date: _____

Position Title: _____

Please Sign: _____

Please Return To: **Susan L. Varela,**
Associate VP of Human Resources
Administration Building 606

Please Return By: **Thursday, October 18, 2018**

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