

End of Year Evaluation

Use for All Employees (including Vice Presidents, Directors, Coach, Staff)

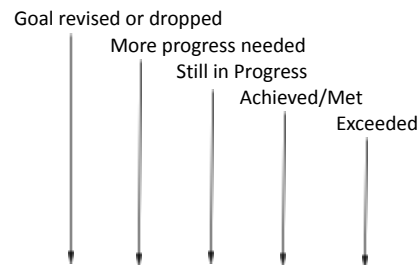
Employee Name	Department	
Job Title	Period covered by this evaluation FROM: to	
Supervisor's Name	Supervisor's Title	



Performance Evaluation

Evaluate this individual based on their established annual goals. (List and add rows as needed)

Attach a copy of job description to evaluation form.



1. Athletic Program Development -Increase competitive performance -Facilities Enhancement -Athlete Academic Success -Optimize student-athlete health and well-being -Win Championships	Comments	☐ ☐ ☐ ☐ ☐
2. Financial Management -Financial Sustainability -Increase Revenue Streams -Cost Efficiency	Comments	☐ ☐ ☐ ☐ ☐
3. Community Engagement -Enhance Fan Engagement -Alumni Relations -Public Relations -Branding and Community Outreach	Comments	☐ ☐ ☐ ☐ ☐
4. Compliance and Governance -Maintain NCAA Compliance -Ethical Conduct -Risk Management	Comments	☐ ☐ ☐ ☐ ☐
5. Leadership and Professional -Staff Development -Diversity and Inclusion -Personal Development -Be the best place to work in college	Comments	☐ ☐ ☐ ☐ ☐

6. Strategic Planning and Vision -Long-Term Planning -Innovation and Adaptability -Student-Athlete Experience	Comments	☐ ☐ ☐ ☐ ☐
--	----------	--

Not applicable
 Requires Improvement
 Meets Expectations
 Exceeds Expectations

↓ ↓ ↓ ↓

Evaluate this individual using the following standards

(Add comments as needed in the section right below or add row/s to the individual question (ex: Productivity))

Productivity: Accomplishes standard work duties and assignments while maximizing time efficiently.	☐	☐	☐	☐
Initiative: Works independently, anticipates and takes appropriate action on tasks and works to improve performance.	☐	☐	☐	☐
Dependability: Accepts instructions and follows through.	☐	☐	☐	☐
Interpersonal skills: Establishes positive supportive relationships with coworkers; shows respect and is courteous toward others.	☐	☐	☐	☐
Attendance/Punctuality: Arrives on time for work & meetings, maintains work schedule.	☐	☐	☐	☐
Time off reporting: Follows policy on requesting and recording sick and or vacation leave.	☐	☐	☐	☐
Decision Making: Analyzes situations well, decides what needs to be done and takes appropriate action.	☐	☐	☐	☐
Administration: Completes reports & forms in an accurate and timely manner.	☐	☐	☐	☐
Budget Responsibility: Prioritizes program needs and expenditures to stay within budget, etc. Orders and spends responsibly.	☐	☐	☐	☐
Supervising: Regularly evaluates staff and provides feedback. Praises and disciplines appropriately, encourages staff development and treats staff in a respectful and consistent manner.	☐	☐	☐	☐
Leadership: Leads by example, motivates staff, fosters teamwork, etc.	☐	☐	☐	☐
Understands and supports College's strategic plan:	☐	☐	☐	☐

Comment Space for the above section on Standards:

Overall Evaluation Exceeds Expectations ☐ Meets Expectations ☐ Requires Improvement ☐

Future Plans and Actions

Employee Comments

_____ President Signature	_____ Date

Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation and it has been discussed with you. If you wish, you may comment in the space above (Employee Comments section).

Employee's Signature

Date

REMINDER: THE JOB DESCRIPTION MUST BE ATTACHED TO THE PERFORMANCE REVIEW SUBMITTED TO THE HUMAN RESOURCE OFFICE.