

SFSU Management Personnel Plan Performance Review

Name:

Evaluation Period:

School/Department:

Position:

NARRATIVE: RESULTS REVIEW - POSITION ASSESSMENT

Provide narrative remarks on the administrator's performance by evaluating:

- 1. The extent to which goals have been achieved;
- 2. The degree to which performance has enhanced overall Division/Department effectiveness; and
- 3. Whether performance has demonstrated commitment and achievement in the areas of work quality, timeliness, planning and problem solving skills, judgment, working relationships, leadership, management of fiscal and human resources, and Affirmative Action. (Attach additional comments if desired.)

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SUMMARY EVALUATION

I have evaluated the merit and performance of this management employee as follows:

- Less than Satisfactory (Marginal-minimal results)
- Satisfactory (Achieves expected results)
- More than Satisfactory (Frequently exceeds expected results)

Evaluator's Signature

Date

Employee's Signature

Date

Comments

Dean/Director Signature

Date

Associate VP Signature

Date

Cabinet Officer Signature

Date

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A performance plan is designed to identify program objectives and expected results in the administrator's major areas of responsibility. Generally, the employee completes a draft of the Performance Plan and reviews it with the Dean/Director or Cabinet Level Officer. (Attach additional plans if desired.)

GOAL

ACTION PLAN

TIME FRAMES

Performance Planning Meeting Date:

Employee's Signature:

Dean/Director:

Associate Vice President:

Cabinet Officer: