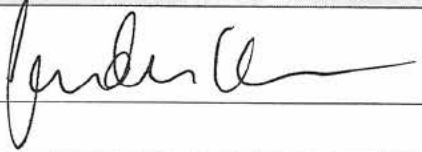


Employee Information

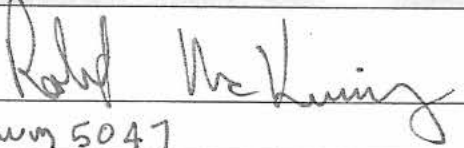
Dept/Office/Section/Unit: <u>College of Liberal Arts 2501</u>	Employee Personnel #: _____
Employee Name: <u>I</u>	Performance Year: <u>7/1/2016-6/30/2017</u>
Employee Title: <u>Administrative Assistant 4</u>	Evaluation Period: <u>7/1/2016-6/30/2017</u>

Initial Planning Session

Step #1 - Evaluating Supervisor (SCS Rule 10.2):

Signature:			
Personnel #: <u>jxk7632</u>	Date Given to Second Level Evaluator:	<u>7/5/2016</u>	

Step #2 - Second Level Evaluator (SCS Rule 10.3):

Signature			
Personnel #: <u>rwm5047</u>	Date Approved (Must be on or before planning session):	<u>7.5.2016</u>	

Step #3 - Employee:

Employee Signature:	Date: <u>7/13/16</u>	Sign
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By signing and dating this form, I am certifying that my evaluating supervisor conducted a planning session with me on the date shown.

Updated Planning Sessions (Optional):

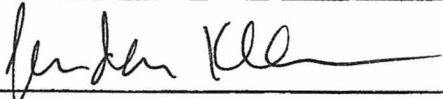
Date Conducted:	Supervisor Initial:	Employee Initial:
Date Conducted:	Supervisor Initial:	Employee Initial:
Date Conducted:	Supervisor Initial:	Employee Initial:

Agency Human Resources Office Use Only (Optional)

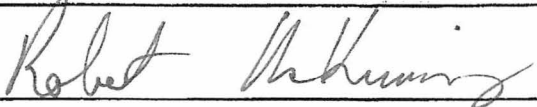
Date Planning Received in Human Resources:	Human Resources Staff Initial:	Evaluating Supervisor Compliance (Y/N)	Second Level Evaluator Compliance (Y/N)
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Evaluation Session

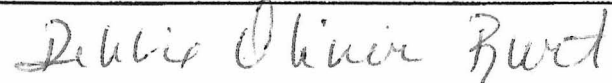
Step #1 - Evaluating Supervisor (SCS Rule 10.2):

Signature:			
Personnel #:	jxk7632	Date Given to Second Level Evaluator:	7/5/2016

Step #2 - Second Level Evaluator (SCS Rule 10.3):

Signature:			
Personnel #:	rum 5047	Date Approved (Must be on or before evaluation session):	7.5.2016

Step #3 - Employee:

Employee Signature:		Date:	7/13/16
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Sign &

By signing and dating this form, I am certifying that my evaluating supervisor conducted an evaluation session with me on the date shown.

Employee Statement (Only if Employee is NOT Signing Form for purposes of Evaluation): I have decided not to sign this form, but I acknowledge that I received a copy of the evaluation and understand that my failure to sign will not prohibit the evaluation from becoming official for the performance year.

If employee did not sign above, or chose not to sign the form, please indicate whether the employee was given or mailed a copy of the evaluation below:

Mailed	<input type="checkbox"/>	Given	<input type="checkbox"/>
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Overall Evaluation: (Select only one evaluation)

Exceptional
 Successful
 Needs Improvement/Unsuccessful
 Not Evaluated
 Unrated - If Unrated, select sub-category:
 Never Rendered
 Untimely
 Violation of Chapter 10

Agency Human Resources Office Use Only (Optional)

Date Evaluation Received in Human Resources:	Human Resources Staff Initial:	Evaluating Supervisor Compliance (Y/N)	Second Level Evaluator Compliance (Y/N)
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Employee Name:		Employee Personnel #:	
<u>Agency Mission / Goals / Standards:</u>			
<p>The University is dedicated to achieving excellence in undergraduate and graduate education. The University has an historic commitment to diversity and integration. Through instruction, research, and service, the University promotes regional economic and cultural development, explores solutions to national and world issues, and advances its reputation among its peers.</p>			
<u>Department Mission / Goals:</u>			
<p>The Office of the Dean of Liberal Arts aims to promote and ensure the quality of education and research in the college, maintain smooth progress of students in the college toward degrees through advising and checking of credit distribution sheets and degree plans. It handles faculty merit evaluation, promotion, tenure, termination and recommendation for endowed professorships and faculty teaching and research awards. It also maintains student and faculty records for the college, promotes faculty research and engagement with the community, and guides the development of new degree programs. The office also coordinates fundraising, plans commencement and other events including the region 6 social studies fare.</p>			

<u>Work and Behavior Expectations (at least one each):</u>	<u>Bank of Expectations</u>
<p>Work and Behavior Expectations (at least one each):</p> <ol style="list-style-type: none"> 1. Provides accurate letters and reports with attention to detail. 2. Provides accurate scheduling of meetings and dates. 3. Deals with student & faculty inquiries in a professional manner. 4. Provides and drafts letters for regular activities and administration matters. 5. Reports to work on time and ready to go to work. 6. Performance is predictable and accurate. 7. Makes sure duties are covered when absent. 8. Schedules work to meet deadlines. 9. Maintains supportive and teamlike atmosphere among co-workers. 10. Maintains helpful and courteous interaction with students and faculty. 11. Supports others to improve process & use of technology in office. 12. Adaptive to change in processes, technology and job skills/duties, 13. Makes an effort to quickly learn new responsibilities. 14. Listens carefully and asks questions when needed. 15. Takes careful notes from telephone inquiries for all and delivers accurate messages. 16. Clearly communicates deadlines from University calendar. 	

17. Understands importance of timely communications with external constituents.
18. Uses good judgement in solving student & faculty problems.
19. Acts promptly to resolve issues faced by others.
20. Looks for better ways to solve problems.
21. Meets priority needs of the Dean and Assistant to the Dean in a timely manner.
22. Serves as the primary contact for graduation check sheets.
23. Plan & assign work to student workers.
24. Train new student workers.
25. Exercises direct-line supervision over student workers.
26. Communicates job expectations to student workers.
27. Monitors job performance and hourly reports.

Documentation / Comments

Ms. _____ went above and beyond her normal job duties this year in a number of areas. First, she organized and helped to carry out our move from Martin to Griffin Hall. Second, she managed the complex and chaotic transition to Banner during spring registration. Third, she covered many of the duties of _____ while she was out on extended medical leave.