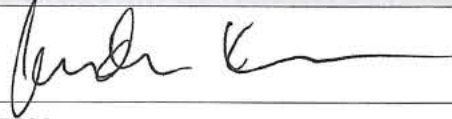


Employee Information

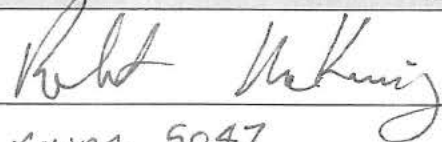
Dept/Office/Section/Unit: <u>College of Liberal Arts 2501</u>	Employee Personnel #: _____
Employee Name: <u>I</u>	Performance Year: <u>7/1/2016-6/30/2017</u>
Employee Title: <u>Administrative Coordinator 3</u>	Evaluation Period: <u>7/1/2016-6/30/2017</u>

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>rwan 5047</u>	Date Approved (Must be on or before planning session):	<u>7.5.2016</u>

Step #3 - Employee:

Employee Signature		Date:	<u>July 13, 2016</u>
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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)

Evaluation Session

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

Signature:

Personnel #:

jxk7632

Date Given to Second Level Evaluator:

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

Signature:

Personnel #:

Date Approved (Must be on or before evaluation session):

Step #3 - Employee:

Employee Signature:

Date:

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

Given

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)

Employee Name:		Employee Personnel #:	
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Agency Mission / Goals / Standards:

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.

Department Mission / Goals:

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.

<u>Work and Behavior Expectations (at least one each):</u>	<u>Bank of Expectations</u>
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Work Expectations:

- Answer telephone, takes messages, and gives assistance when possible.
- Screen calls and handle routine questions from student or advisors. Schedule appointments for two assistant deans.
- Greet department heads, faculty, students and visitors.
- Issue drop cards, change of major cards, withdrawal cards, late schedule adjustment cards, etc. and signs for the dean.
- Handle other routine office details. Act with authority on some matters.
- Use good judgement in solving student & faculty problems.
- Execute routine processing of paperwork and recordkeeping of the following: change of grades cards, curriculum change forms, master schedule forms, upper division cards and override cards for the college.
- Maintain and updates the records of all the students in the college. Receives records of students changing majors, and transfers records of student changing their majors.
- Inventory supplies for the office. Prepares purchase requisition forms, work-order forms and places orders for the print shop.
- Assist in handling the planning and implementation for the Regional Social Studies Fair.
- Assist in training new student workers and planning work assignments.
- Assist in preparing suspension appeal forms for appointments.
- Assist in preparing the final degree audit for graduating candidates in the college each semester.

- Train new student workers.
- Exercises direct-line supervision over student workers.
- Communicates job expectations to student workers.
- Monitors job performance and hourly reports.
- Other duties as needed

Behavior Expectations:

- Reports to work on time and ready to go to work.
- Performance is predictable and accurate.
- Makes sure duties are covered when absent.
- Schedules work to meet deadlines.
- Maintains supportive and teamlike atmosphere among co-workers.
- Maintains helpful and courteous interaction with students and faculty.
- Supports others to improve process & use of technology in office.
- Adaptive to change in processes, technology and job skills/duties,
- Makes an effort to quickly learn new responsibilities.
- Listens carefully and asks questions when needed.
- Takes careful notes from telephone inquiries for all and delivers accurate messages.
- Understands importance of timely communications with external constituents.
- Uses good judgement in solving student & faculty problems.
- Acts promptly to resolve issues faced by others.
- Looks for better ways to solve problems.

Documentation / Comments

