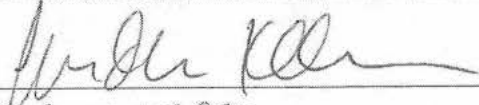


**Employee Information**

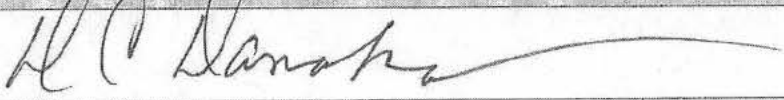
Dept/Office/Section/Unit: College of Liberal Arts 2501	Employee Personnel #: _____
Employee Name: _____	Performance Year: 7/1/2017-6/30/2018
Employee Title: Administrative Assistant 4	Evaluation Period: 7/1/2017-6/30/2018

**Initial Planning Session**

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

Signature: 		
Personnel #: jxk7632 C00253672	Date Given to Second Level Evaluator: 8-24-17	

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

Signature: 		
Personnel #: dxd 2485	Date Approved (Must be on or before planning session): 8/24/17	

**Step #3 - Employee:**

Employee Signature: _____	Date: 9/19/17
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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):**

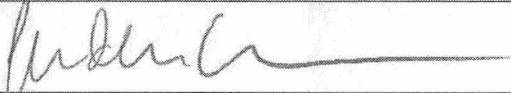
Date Conducted:	Supervisor Initial:	Employee Initial:
Date Conducted:	Supervisor Initial:	Employee Initial:
Date Conducted:	Supervisor Initial:	Employee Initial:

**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:	7.24.18

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

Signature:			
Personnel #:	COO 185664	Date Approved (Must be on or before evaluation session):	7/30/18

**Step #3 - Employee:**

Employee Signature:		Date:	8/28/18
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*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 su. 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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<b>Employee Name:</b>		<b>Employee Personnel #:</b>	
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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.

<b>Work and Behavior Expectations (at least one each):</b>	<u>Bank of Expectations</u>
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- Work expectations:
- Provide accurate letters and reports with attention to detail;
  - Provide accurate scheduling of meetings and dates;
  - Deal with student & faculty inquiries in a professional manner;
  - Provide and drafts letters for regular activities and administration matters;
  - Communicate deadlines from University calendar;
  - Meet priority needs of the Dean and Assistant to the Dean in a timely manner;
  - Serve as the primary contact for graduation check sheets;
  - Plan & assign work to student workers;
  - Other duties as needed;
  - Oversight of the College website;
  - Scheduling and preparation of Suspension appeals;
  - Overseeing preparations for Commencement.
- 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**

*See attached.*