
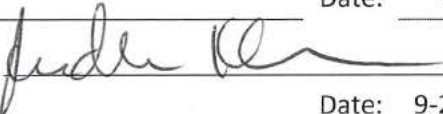


Employee Information

Dept/Office/Section/Unit: <u>College of Liberal Arts - 25-01</u>	Employee Personnel #: _____
Employee Name: _____	Performance Year: <u>7/1/2015-7/1/2016</u>
Employee Title: <u>Administrative assistant 4</u>	Evaluation Period: <u>7/1/2015-7/1/2016</u>

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

Planning Session (7/1 – 9/30)	Evaluation Session (7/1 – 8/31)
Date the Planning Session was Conducted: <u>9-2-2015</u>	Date the Evaluation Session was Conducted: _____
Second Level Evaluator Signature: 	Delivery: <input type="checkbox"/> Hand <input type="checkbox"/> Mail
Personnel #: _____ Date: <u>9-2-15</u>	Second Level Evaluator Signature: _____
Evaluating Supervisor Signature: 	Personnel #: _____ Date: _____
Personnel #: <u>Jxk7632</u> Date: <u>9-2-2015</u>	Evaluating Supervisor Signature: _____
Employee Signatu _____ Date: <u>9/2/15</u>	Personnel #: <u>jxk7632</u> Date: <u>9-2-2015</u>
	Employee Signature: _____
Interim Discussions (optional)	
Date: _____ Employee/Supv Initials: _____	Employee Statement: <input checked="" type="checkbox"/> I have received a copy of the evaluation and understand that failure to sign will not prohibit the evaluation from becoming official for the performance year.
Date: _____ Employee/Supv Initials: _____	

Human Resources Office Use Only

Date Planning Received in Human Resources: _____	Human Resources Staff Initial: _____
Date Evaluation Received in Human Resources: _____	Human Resources Staff Initial: _____

Employee Name:

Employee Personnel #:

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.

Work and Behavior Expectations (at least one each):

Bank of Expectations

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 (attach supporting documentation):