



## 2017 Annual Evaluation Form - Senior Administrators

Review Period 1/1/2017 - 12/31/2017



### REVIEWER

Jerald LeBlanc (Manager), Ernest Savoie (Indirect Manager)

**Megan Breaux**

999887|Director, Operational Review  
Position

## Overview

### Task Instructions

Your annual performance evaluation is an important tool to support your professional development as an employee of the University of Louisiana at Lafayette. This provides an opportunity to be recognized for your contributions and to collaborate with your supervisor in aligning your goals and performance with the mission and values of the University.

## Executive Goals 2017

### Directions

Please provide a rating for each goal.

### Rating Scale

Rating	Description
Not Evaluated	
Not Met	No dimensions of the goal (i.e. on time, on budget, etc.) were achieved.
Needs Improvement	Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Partially Met	One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Met	Goal was fully achieved (i.e. on time, on budget).
Exceeded	Goal was achieved ahead of schedule and/or under budget

### Describe your accomplishments for Calendar year 2017 and provide an overall rating.

Reviewer	Rating
Megan Breaux (Self)	■
Jerald LeBlanc (Manager)	■

### Comments

**Megan Breaux (Self):**

Updated and standardized more template agreements for various affiliation agreements.

Updated the process for review of SPFAC and Research agreements.

Implemented facilities leases for Athletics facilities.

**Jerald LeBlanc (Manager):**

I agree.

## Executive Competencies

### Directions

Please provide a rating for each of the core competencies.

**Click the down arrow and then Details to view the items associated with each competency.**

**Click the conversation icon to view a list of behaviors by rating associated with each competency.**

#### Details and Comment Assistant

### Rating Scale

Rating	Description
Not Evaluated	
Does Not Demonstrate	Does not demonstrate this competency at the expected level, even with available assistance or direction from others.
Developing	Newly developing in this area; has a general understanding of key principles but limited or no applied experience with this competency. Is capable of using this competency with coaching and support, in simple situations.
Proficient	Has sufficient understanding and experience to operate at a fully professional level with this broad range of moderately complex situations. Can generalize basic principles to effectively function in both predictable and new situations.
Advanced	Has broad and deep understanding and skills, with substantial expertise and experience in this area. Can apply this competency regularly and independently and display this competency in complex, varied situations. Role model for this competency.
Expert	You are known as an expert in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise and the field where the skill is used.

### Builds Relationships and Fosters Collaboration

Cultivates an active network of relationships inside and outside functional area; fosters collaboration and teamwork by inclusive, supportive, cooperative, and sharing power.

Reviewer	Rating
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Megan Breaux (Self)	██████
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Jerald LeBlanc (Manager)	██████
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### Builds Talent

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Attracts and retains high caliber people; develops a leadership team with diverse capabilities; accurately assesses the strengths and weaknesses of staff; develops successors.

Reviewer	Rating
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Megan Breaux (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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Megan Breaux (Self):

Filled the associate director position in our office after developing Lindsay Pantaleo for the position.

### Communicates Openly and Listens

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Presents ideas effectively gauging the needs of the audience; actively listens and incorporates input from others.

Reviewer	Rating
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Megan Breaux (Self)	██████
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Jerald LeBlanc (Manager)	██████
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### Cultivates Diversity, Equity and Inclusion

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Intentionally attracts a team with diverse perspectives; Champions the development of equitable and inclusive policies and procedures inside the functional area; Develops and employs equitable practices in the hiring, evaluation, and promotion of talent; Recognizes and promotes the shared responsibility for diversity, equity and inclusion.

Reviewer	Rating
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Megan Breaux (Self)	██████
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Jerald LeBlanc (Manager)	██████
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### Demonstrates Emotional Acuity

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Considers and responds appropriately to the needs and feelings of others; understands impact of own behavior; has a realistic understanding of own strengths and development needs; is committed to continuous learning.

Reviewer	Rating
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Megan Breaux (Self)	██████
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Jerald LeBlanc (Manager)	██████
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## Demonstrates Financial Acumen

Understands the meaning and implications of key financial indicators; manages overall financial performance; uses financial analysis to evaluate strategic options and opportunities.

Reviewer	Rating
Megan Breaux (Self)	██████
Jerald LeBlanc (Manager)	██████

## Ensures Alignment

Ensures that University strategies and plans are integrated and aligned for success; supports the President and Board of Regents by providing timely, direct, and critical insights on initiatives, political positioning, and public perception.

Reviewer	Rating
Megan Breaux (Self)	██████
Jerald LeBlanc (Manager)	██████

## Ensures Execution

Anticipates change, conveys clear priorities, and aligns efforts across functions; addresses barriers, takes action, and holds self and others accountable for results.

Reviewer	Rating
Megan Breaux (Self)	██████
Jerald LeBlanc (Manager)	██████

## Establishes Trust

Respects all individuals and treats them fairly; honors commitments to others; models high ethical standards and integrity.

Reviewer	Rating
Megan Breaux (Self)	██████
Jerald LeBlanc (Manager)	████

## Influences and Inspires

Promotes ideas and proposals persuasively to shape stakeholder opinion; creates a climate that fosters personal investment and nurtures commitment to a common vision and shared values; inspires action without relying solely on authority.

Reviewer	Rating
Megan Breaux (Self)	██████
Jerald LeBlanc (Manager)	██████

## Leads Change

Uses data-driven decision-making to generate insights, alternatives, and opportunities for success; fosters a continuous improvement environment; makes novel use of existing ideas, approaches, technologies, or products.

Reviewer	Rating
Megan Breaux (Self)	██████
Jerald LeBlanc (Manager)	██████

## Shapes Strategic Focus

Formulates effective and progressive strategies aligned with University mission and values; determines objectives and priorities and acts as a catalyst for institutional innovation and growth.

Reviewer	Rating
Megan Breaux (Self)	██████
Jerald LeBlanc (Manager)	██████

## Goal Planning

### Directions

Please enter goals for the coming year.

### Facilities Leases

Gather all current templates of facilities leases/rights of use available for use of University space and combine them into a single template with a single system to standardize use of University space.

Start Date	Due Date	Progress
7/1/2018	6/30/2020	<div style="width: 0%; background-color: #ccc; border: 1px solid #ccc;"></div> 0%
<b>Weight</b>		
20%		

### Policies Working Group

Implement the intentions of the Policy on Policies in order to make all University employees, students, and visitors aware of expectations.

Start Date	Due Date	Progress
2/1/2018	12/17/2020	<div style="width: 0%; background-color: #ccc; border: 1px solid #ccc;"></div> 0%
<b>Weight</b>		
40%		

## Track Deadlines

Establish a more efficient method for the department to better track deadlines and timelines for all projects/assignments and for enhanced record keeping within the department.

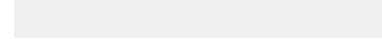
**Start Date**

1/1/2018

**Due Date**

12/17/2019

**Progress**



0%

**Weight**

40%

## Development Planning

### Gain more higher education-specific legal knowledge

Item	Type	Due Date
Attend higher-education focused Continuing Legal Education Courses	Action Step	12/31/2019

## Summary

### Overall Rating

2017 Annual Evaluation Form - Senior Administrators

Megan Breaux



## Signatures

X Megan Breaux

Employee

2/1/2019

Date

X

\_\_\_\_\_  
Second Level Evaluator

\_\_\_\_\_  
Date

X Jerald LeBlanc

Evaluating Supervisor

1/30/2019

Date