



## 2017 Annual Evaluation Form - Senior Administrators

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



### REVIEWER

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



### William Crist

999768|Director, Facility Management  
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
William Crist (Self)	■
Jerald LeBlanc (Manager)	■■■■

### Comments

**William Crist (Self):**

**A new Master Plan for campus facility development was initiated in 2010. Since that time, we have methodically carried out portions of the Master Plan, including new Housing, Parking, Academic and Athletic facilities, along with the development of inspiring open spaces throughout our campus. Specific projects include the construction of the Maraist Financial Services Center, initiate the new Housing and Parking project , Cypress Lake Plaza, pre-planning for a new academic facilities project and developing the design of the new Intramural Sports Complex.**

**Jerald LeBlanc (Manager):**

Exceeded expectations.

## 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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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**  
 Good relationship in working with every department throughout the campus. Minimal conflicts with any department or person on campus.

### 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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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**  
 Our upper management staff is highly trained and extremely competent. Newly hired staff is being trained to take over the operation of our department in the near future.

### 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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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**  
 I'm blessed with a highly proficient staff, therefore, I rely heavily on their expertise and advice. There is excellent communication between my entire upper management staff.

### 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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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**

Over the many years, we have had an extremely diverse staff. The broad range of knowledge and background provides a large range of perspective within our department.

### 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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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**

I keep an open door to ALL employees within my department. I acknowledge and respect the opinions of everyone within my department, although I have to act in the best interest of this University, despite the opinions of other.

### Demonstrates Financial Acumen

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

Reviewer	Rating
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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	████
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Comments
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**William Crist (Self):**

I try to balance the limits of my departmental budget, while trying to maximize return on the investment. This is a constant task that is never completely successful.

### Ensures Alignment

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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
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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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**Comments**

**William Crist (Self):**  
Always a priority within our department.

### Ensures Execution

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

Reviewer	Rating
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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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**Comments**

**William Crist (Self):**  
My job is to clear the path for my department to achieve improvements to this campus. We constantly have to adapt to the changing priorities within the University.

### Establishes Trust

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

Reviewer	Rating
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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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**Comments**

**William Crist (Self):**  
With such a diverse staff working for our department (both academically, socially and economically) it is extremely important to show respect to the individuals who put forth effort to make our University a great institution.

### Influences and Inspires

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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
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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**  
 Because of an open door policy, my staff feels extremely comfortable coming to me to discuss issues within their area of management. An aura of mutual respect exists throughout our organization.

### 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
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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**  
 While our department does a good job of this task, we can always improve on this competency.

### 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
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William Crist (Self)	██████
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Jerald LeBlanc (Manager)	██████
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Comments
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**William Crist (Self):**  
 This is the beginning of everything we do as a department. We carry out projects and maintenance to meet the ever expanding mission of this University.

## Goal Planning

### Directions

Please enter goals for the coming year.

## Develop University Master Plan for facilities

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Continue to carry out the direction set in the University's Master Plan for facility development that was initiated in 2010. This plan laid out a plan to develop buildings throughout campus, along with inspiring open spaces.

<b>Start Date</b> 1/1/2018	<b>Due Date</b> 12/31/2018	<b>Progress</b> <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	<b>0%</b>
<b>Weight</b> 100%			

## Employee Development

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Due to the age of the Facility Management management staff, it is critical that we hire staff that have the talent to take over this department and advance it into the future.

<b>Start Date</b> 1/1/2018	<b>Due Date</b> 12/28/2018	<b>Progress</b> <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	<b>0%</b>
<b>Weight</b> 100%			

## Safe Work Environment

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Assure that our employees work in a safe environment. Because our employees work around dangerous equipment and machinery, it is important that we emphasize safety on an ongoing basis.

<b>Start Date</b> 1/1/2018	<b>Due Date</b> 12/31/2018	<b>Progress</b> <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	<b>0%</b>
<b>Weight</b> 100%			

## Update the University's Master Plan for Facilities

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Meet with Architects Southwest on an annual basis to update them on our progress toward achieving the goals of the Master Plan.

<b>Start Date</b> 1/1/2018	<b>Due Date</b> 6/29/2019	<b>Progress</b> <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	<b>0%</b>
<b>Weight</b> 100%			

## Development Planning





## Staff Development

Item	Type	Due Date
Hire competent, young employees to replace our aging staff. Provide training and professional development opportunities for staff.	Action Step	2/8/2019

## Summary

### Overall Rating

2017 Annual Evaluation Form - Senior Administrators  
William Crist



## Signatures

X William Crist  
Employee

1/31/2019  
Date

X

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

\_\_\_\_\_  
Date

X Jerald LeBlanc  
Evaluating Supervisor

1/30/2019  
Date