



2017 Annual Evaluation Form - Senior Administrators

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



REVIEWER

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

Marie Frank

999617|Assistant Vice President, Prch
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
Marie Frank (Self)	■
Jerald LeBlanc (Manager)	■

Comments

Marie Frank (Self):

Serve as the Director of Procurement and Travel for UL Lafayette.

Successful negotiation of a Multi-Media Rights Contract for Athletics.

Represent UL Lafayette as an expert in Procurement at National and Regional Conferences.

Implement the Requisition Entry portion of Banner to all Staff and Faculty.

Serve as the Banner Customer Advisory Board Member with Ellucian.

Served as a member of team to confect the Crownbio Lease as part of NIRC's Revenue Goals.



Assess the Chrome River Travel and Expense Module of Banner to replace the Workflow by Works system.

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
Marie Frank (Self)	████
Jerald LeBlanc (Manager)	████

Builds Talent

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
Marie Frank (Self)	██████
Jerald LeBlanc (Manager)	██████

Communicates Openly and Listens

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

Reviewer	Rating
Marie Frank (Self)	████
Jerald LeBlanc (Manager)	████

Cultivates Diversity, Equity and Inclusion

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
Marie Frank (Self)	████
Jerald LeBlanc (Manager)	████

Demonstrates Emotional Acuity

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
----------	--------

Marie Frank (Self)	██████
--------------------	--------

Jerald LeBlanc (Manager)	██████
--------------------------	--------

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
----------	--------

Marie Frank (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
----------	--------

Marie Frank (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
----------	--------

Marie Frank (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
----------	--------

Marie Frank (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
----------	--------

Marie Frank (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
----------	--------

Marie Frank (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
----------	--------

Marie Frank (Self)	██████
--------------------	--------

Jerald LeBlanc (Manager)	██████
--------------------------	--------

Goal Planning

Directions

Please enter goals for the coming year.

Advise University leadership on procurement and travel management issues.

Start Date	Due Date	Progress
7/1/2019	6/30/2020	<div style="width: 0%; background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> 0%
Weight		
25%		

Support the UL Lafayette campus by applying core values in regard to procurement and travel management with our campus customers and suppliers.

The core values are:

- 1) Customer Service,
- 2) Collaboration with faculty, staff, students, suppliers, and the public,



- 3) Value Creation in the form of savings
- 4) Innovation in regard to develop and implement solutions to enhance the customer experience
- 5) Expertise in the areas of procurement and travel management.

Start Date 7/1/2019	Due Date 6/30/2020	Progress <div style="width: 0%; height: 15px; background-color: #ccc; border: 1px solid #ccc;"></div> 0%
Weight 75%		

Development Planning

Attend annual Purchasing Forum held by the Office of State Procurement

Item	Type	Due Date
Attend State Procurement Training	Action Step	2/26/2019

Review the revisions necessary to adopt the La Grad Pilot Procurement Code

Item	Type	Due Date
Make necessary changes to La Administration Code to allow the use of University Procurement Code.	Action Step	2/26/2019

Complete the implementation of Chrome River Travel and Expense Module

Item	Type	Due Date
Roll out the Chrome River Travel and Expense Module	Action Step	2/26/2019

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators
Marie Frank



Signatures

X Marie Frank
Employee

X Jerald LeBlanc
Evaluating Supervisor



1/31/2019
Date

1/30/2019
Date

X

Second Level Evaluator

Date
