2017 Annual Evaluation Form - Senior Administrators

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

REVIEWER

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

Paul Thomas

998926|Chief Human Resources Officer
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
Paul Thomas (Self)	▮
Jerald LeBlanc (Manager)	▮▮

Comments

Paul Thomas (Self):
- Successful implementation of Cornerstone Learning module. Multiple safety relatedtraining courses made available through the platform.
- Successful implementation of Cornerstone Recruitment module. Previously decentralized hiring process was re-established in Human Resources giving the Universty real-time access to vacancy and applicant data.
- Implemented direct feed to State ISIS-HR elimminating duplicate entry of employee data in University system and state system.
- HR Reorganization. Completed first phase of HR reoganiztionwith the creation of the Directors of HR Compliance, Consultancy, Operations, and Talent Management.

- Expanded HR support in faculty affairs to include support for faculty hiring, tenure, and separation.

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
Paul Thomas (Self)	██████
Jerald LeBlanc (Manager)	████

Comments

Paul Thomas (Self):

Effectively estabilishes and maintians a network of professional contacts within and outside the University.

Has developed mutual respect and trust with collegues.

Ensures stakeholder voices are heard.

Builds engaged relationships with team members through trust, task-related support and direst communication.

Resolves and mediates conflicts in a respectful, appropriate and impartial manner.

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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (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
Paul Thomas (Self)	███████
Jerald LeBlanc (Manager)	████

Shapes Stategic 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
Paul Thomas (Self)	███████
Jerald LeBlanc (Manager)	████

Goal Planning

Directions

Please enter goals for the coming year.

Automate the Performance Evaluation System (PES) for classified employees.

Obtain State Civil Service approval to build and implement the PES process using CornerstoneOnDemand Performance Management.

Start Date	Due Date	Progress	
1/1/2018	8/1/2018		0%

Weight
20%

Implement exit interview process

Create and utilize an exit interview process to identify common trends that adversely affect retention. Utilize metrics to advise campus leadership of retention and turnover trends, to create a plan for improvement.

Start Date
1/1/2018

Due Date
12/31/2018

Progress
0%

Weight
20%

Implement performance evaluation process for unclassified executive and senior leadership employees.

The staff of Human Resources will be building both Performance and Succession modules within the Cornerstone integrated software suite. The Performance function will provide a structured evaluation vehicle for all employees (Classified, Unclassified, and Faculty) to self-assess abilities, communicate professional development needs to their supervisors, and provide a dynamic environment for employees and their supervisors to build upon employee strengths, and strategically align employee assessment/development with the overall mission of their organizational unit.

Start Date
1/1/2018

Due Date
12/31/2018

Progress
0%

Weight
20%

Revise standards for extra compensation of nonexempt employees to ensure FLSA compliance.

Develop a standard and process to ensure nonexempt employees are restricted to only one job/position with the University in order to remain compliant with over-time pay regulations. This will eliminate an undue administrative burden for time-tracking, cross-departmental budgeting, and contribute to overall fiscal responsibility of University resources.

Start Date
1/1/2018

Due Date
12/31/2018

Progress
0%

Weight
20%

Standardize the expedience of hiring procedures.

Standardize the expedience of hiring procedures, which will expedite hires, and empower hiring managers. The University went live with Cornerstone integrated Personnel software November 1st, automating position approval. Furthermore, we are also developing electronic Personnel Action Forms (ePAFs) which will automate personnel approvals in early 2018.

Start Date
1/1/2018

Due Date
12/31/2018

Progress
0%

Weight
20%

Development Planning

Summary

Overall Rating

███████████████████████

Signatures

X Paul Thomas

Employee

2/14/2019
Date

X Jerald LeBlanc

Evaluating Supervisor

1/30/2019
Date

X

_____

Second Level Evaluator

_____

Date