



2017 Annual Evaluation Form - Senior Administrators

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



REVIEWER

John Blohm (Manager), Ernest Savoie (Indirect Manager)



Jennifer LeMeunier

998734|Executive Director
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
Jennifer LeMeunier (Self)	■
John Blohm (Manager)	■■■■

Comments

Jennifer LeMeunier (Self):

Implemented a new Alumni Association membership model. This consisted of moving from a paid membership format with benefits to a give a donation to support regardless of benefit.

Instituted the welcoming of all new alumni at individual commencements by handing each graduate an Alumni Association lapel pin.

Add 1 to 2 Ragin' Cajun Club or Chapters during the year: IT Professionals and Emerald Coast with the continued exploration of new areas.

John Blohm (Manager):



well done!. you accomplished much this year. Congrats!

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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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):

As a manager and leader, assist the Alumni Affairs staff with relationship development between our office and the Development officers.

Continue to work on developing relationships with key alumni; future donors.

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
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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):

Continue to look for ways to educate staff in alumni association best practices.

Utilize outside talent to educate staff: team building sessions completed withy Exceerant and board session with guest non-profit speaker.

Communicates Openly and Listens

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

Reviewer	Rating
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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):

This is one of my stronger skills. I have to communicate effectively with many different parties daily tailoring to each party as needed.

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
Jennifer LeMeunier (Self)	██████
John Blohm (Manager)	██████

Comments

Jennifer LeMeunier (Self):
Continuing to create a mix of diverse staff.

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
Jennifer LeMeunier (Self)	██████
John Blohm (Manager)	██████

Comments

Jennifer LeMeunier (Self):
Absolutely. I am very in tune with staff feelings and understand effects of my behavior and know my strengths and need to continue to develop professionally and as a leader.

I am committed personally to continuous learning in my field and the growth of my staff.

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
Jennifer LeMeunier (Self)	██████
John Blohm (Manager)	██████

Comments

Jennifer LeMeunier (Self):
This is an area I can always continue to grow, especially as our organization experiences a decline in giving and we receive less financial support from individuals.

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
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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):
I pay close attention to the universities strategies and plans. I look for ways to support the university's goals and initiatives through our department.

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
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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):
Yes, I anticipate change and work towards finding solutions. I also work through challenges such as being short staffed as duties and expectations increase.
I hold myself accountable; however need to continue to work on holding others accountable.

Establishes Trust

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

Reviewer	Rating
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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):
I work very hard in this category on a daily basis.

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
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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):
 Influencing and inspiring is part of what my role is everyday. I positively influence staff and volunteers within the Alumni Association council and with outside partners to be advocates for the Association and University.

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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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):
 A good example of leading change is fostering the membership model change. This took the approval of our board and continuous education to all existing and future alumni.

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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Jennifer LeMeunier (Self)	██████
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John Blohm (Manager)	██████
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Comments

Jennifer LeMeunier (Self):
 Not currently apart of the university council which plays the role in this capacity. I do have the opportunity to make recommendations to our unit V.P. and participate in conversation with fellow Directors.

Goal Planning

Directions

Please enter goals for the coming year.



Executive Director

Establish a new membership model for the Alumni Association.

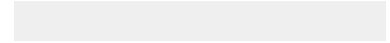
Start Date

7/1/2019

Due Date

6/30/2020

Progress



0%

Weight

0%

Comments

Jennifer LeMeunier (Self):

This goal was achieved.

John Blohm (Manager):

agreed

Development Planning

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators

Jennifer LeMeunier



Signatures

X Jennifer LeMeunier

Employee

2/5/2019

Date

X John Blohm

Evaluating Supervisor

1/30/2019

Date

X

Second Level Evaluator

Date