



2017 Annual Evaluation Form - Senior Administrators

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



REVIEWER

DeWayne Bowie (Manager), Jaimie Hebert (Indirect Manager)

Cynthia Shows-Perez

998397|Executive Director, Financ Aid
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
Cynthia Shows-Perez (Self)	██████
DeWayne Bowie (Manager)	██████

Comments

Cynthia Shows-Perez (Self):

I was able to add to the organizational chart within the office in order to add some depth in some of the areas. We were also able as an office to get awards out earlier than before.

DeWayne Bowie (Manager):

Cindy had an excellent 17/18 year overall. she has established areas for improvement, but her overall performance was excellent.

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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy does an excellent job building relationships both inside and outside of the Financial Aid and Scholarships area. Very inclusive in her decision-making.

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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy is doing an excellent job in attracting and retaining high caliber staff. She has also developed a few tools to assess performance and uses that information to improve her staff.

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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy is an excellent listener. She understands the needs of not only her staff, but the needs of students and incorporates input from others in her decision-making process.

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
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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):

Cindy is always aware of and sensitive to issued of diversity. Not only in the look of her staff, but in the policies and procedureds developed within her area and in discussions with others outside of her area.

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
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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):

Cindy demonstrates at a high level that she understands the needs of others. Understands her strengths and areas for improvement and works on those.

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
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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):

Cindy has an excellent background in financial management and utilized her strengths in the overall management of the areas that report to her. With Banner and the reporting tools, she is utilizing data to understand our current status and areas to improve.

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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy is very cognizant of the mission and strategic goals of the University and the Enrollment Management and aligns the area of Financial Aid and Scholarships with those missions and strategic goals. Always provides very thorough insights into institutional and state policies under consideration.

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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy is excellent in understanding our current state and anticipating change and assessing how we as an institution should prepare and respond. She does an excellent job in letting her reports understand their roles and responsibilities and holds them 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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy treats all with respect and is very fair. She is a model for her team and campus in high ethical standards and integrity.

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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy has extensive experience in higher education administration and is able to utilize her experience in helping others to understand challenges and opportunities.

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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy always utilize data in decision-making when the requisite data is available. Keeps abreast of current trends in higher educations and makes sure we remain current.

Shapes Statigic 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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Cynthia Shows-Perez (Self)	██████
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DeWayne Bowie (Manager)	██████
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Comments

DeWayne Bowie (Manager):
Cindy always takes into consideration the overall mission of the University and Enrollment Management and develops goals, objectives and strategies that compliment those missions and goals.

Development Planning

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators

Cynthia Shows-Perez



Signatures

X Cynthia Shows-Perez

Employee

1/15/2019

Date

X

Second Level Evaluator

Date

X DeWayne Bowie

Evaluating Supervisor

1/9/2019

Date

Comments

DeWayne Bowie (Manager):

Cindy is an excellent team member and a joy to work with...