SJU SAINT JOSEPH'S UNIVERSITY

ANNUAL PERFORMANCE EVALUATION FOR ADMINISTRATORS & STAFF
(Athletic Coaches)

NAME: **BANNER EMPLOYEE ID NUMBER:**

POSITION TITLE:

DEPARTMENT/OFFICE: **REVIEW DATE:**

EVALUATED BY **Supervisor ID:**

INSTRUCTIONS: This report is to be completed by the manager of each employee. There are three main sections:

Performance Factors:

This section must be completed for all employees.

The descriptors under each factor describe a "Meets Expectations" rating for that factor.

Please check the appropriate evaluation in each category and include a comment or offer examples in each section. An explanation of each rating (e.g. "Exceeds Expectations") can be found in the last section under "Overall Appraisal."

Key Management Performance Factors:

Complete only if the employee manages other employees.

Goals and Accomplishments:

This section allows managers to enter:

- Status of goals they set for and with the employee for the year covered by the review
- The employee's accomplishments toward these goals
- The employee's strengths
- Any developmental issues to be addressed in the upcoming year; any performance factor identified as substandard should be addressed in this section through training and development remedies.
- New goals for next review period

Overall Appraisal/ Pay Increase Recommendation

Managers must select an overall rating that is supported by the information they have presented on the prior pages. In addition, summary comments can be made in this section. Employees should be encouraged to write their comments in this section, or attach a separate sheet.

Managers, please use the review to focus on performance, goals, and development plans for the upcoming year. Salary recommendations will be made separately from this review and, along with the review, must first be submitted to your department/division head. Once your department/division head has approved the overall budget, you should have a separate discussion with your employees regarding merit and/or structural increases.

Performance Factors	Performance Assessment and Comments				
	Outstand	Exceeds	Meets	Needs Imp	UnSatis
1. Job Skills, Understanding, and Knowledge	☐	☐	☐	☐	☐
Proficient with university and department procedures, computer applications and systems, equipment, regulations. Stays current with technical developments in field as they relate to position, and effectively applies knowledge to the job.					
2. Work Quality	☐	☐	☐	☐	☐
Accuracy, neatness, effective use of resources; thorough in completion of tasks and projects. Recognized locally, regionally or nationally for achievement and success.					
3. Planning, Organizing, Analyzing	☐	☐	☐	☐	☐
Effectively analyzes problems and projects, and develops plans, establishes and prioritizes objectives. Delegates effectively and utilizes capabilities of others. Uses time well and brings projects to closure. Is effective at recruiting quality student athletes who are likely to enhance the success of the team and succeed academically.					
4. Accountability and Dependability	☐	☐	☐	☐	☐
Accepts responsibility for work quality, quantity, and timeliness; able to work independently with minimal direction. Works to ensure the academic success and physical well-being of student athletes. Works effectively with Development staff to achieve fund-raising goals. Participates in public relations events and community service activities as required. Can be counted on to be present when needed. Good attendance and punctuality.					
5. Communication Skills- Oral and Written	☐	☐	☐	☐	☐
Communicates ideas, opinions, and instructions in a clear, well-organized, and concise manner. Hears and understands other points of view. Makes effective presentations when required.					

	Outstand	Exceeds	Meets	Needs Imp	UnSatis
6. Interpersonal Skills and Cooperation	☐	☐	☐	☐	☐
Deals positively and effectively on a collaborative basis with co-workers, users, managers, student athletes, outside contacts, and visitors. Cultivates positive and constructive professional relationships and culture with peers inside and outside of the department which foster professional and team growth.					
7. Resourcefulness and Problem Solving	☐	☐	☐	☐	☐
Shows initiative and creativity in problem solving situations Develops new ideas and suggestions; looks for new challenges and ideas. Demonstrates flexibility as priorities change.					
8. Decision Making and Judgment	☐	☐	☐	☐	☐
Evaluates facts and demonstrates effective decision making processes to reach a sound conclusion. Uses good judgment in anticipating the impact of the decision.					
9. Leadership	☐	☐	☐	☐	☐
Develops and executes initiatives to mentor, support and develop skill sets of team members to enhance individual and team performance. Achieves positive outcome as measured by win-loss ratio of team.					
10. Mission and Diversity	☐	☐	☐	☐	☐
Demonstrates support of the University's mission in one or more of the following areas: encourages inclusiveness and diversity; demonstrates commitment to service and/or social justice; pursues opportunities for lifelong learning.					
Key Management Performance Factors	☐	☐	☐	☐	☐
Obtains desired objectives through the work of others; selects, trains, and directs staff effectively; supports University-level objectives and initiatives, including budget management; has thorough knowledge of University, NCAA, and Conference policies and procedures and administers them effectively; conducts timely and meaningful evaluations of staff; achieves a score of 90% or better on the NCAA Certification test. Participated in Management Training Program ____ Participated in Leadership Development Program ____					

Status of Goals/Accomplishments for Current Review Period:
New Goals for Next Review Period:
Professional Developmental Plans:

OVERALL APPRAISAL

☐ **Outstanding**:
Performance consistently far exceeds the job requirements. Rating is reserved for those employees who demonstrate extraordinary and exceptional accomplishment.

☐ **Exceeds Expectations**:
Performance consistently exceeds job requirements, in terms of quality and quantity of work performed. This employee has undertaken or accomplished complex assignments and tasks, or sought to expand the breadth of work responsibilities.

☐ **Meets Expectations**:
Performance consistently and reliably meets jobs requirements.

☐ **Improvement Needed**:
Performance meets some, but not all, job requirements. This employee needs coaching, counseling, and/or training to fully meet the requirements of the position.

☐ **Unsatisfactory:**
Performance is below job requirements and less than acceptable. A corrective action plan has or is being developed to include specific training, coaching, or other support, with a timetable to achieve specific results. Employee will be re-reviewed against the plan objectives according to the timeline established in the plan.

SUMMARY COMMENTS (*Manager):*
(Include comments related to overall performance. Suggested language includes *needs improvement in, contributes to, enhances, could benefit from, requires more, etc.)*

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Manager's Signature **Date**

EMPLOYEE COMMENTS: (*optional*)

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I acknowledge receipt of this performance evaluation**.**

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Employee's Signature **Date**