**State University of New York at Fredonia**

**Management/Confidential (M/C) Employees**

**Performance Evaluation**

 Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Evaluation Period \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Immediate Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the policy of the State University to evaluate annually the performance of all Management/Confidential employees.

**Part I Evaluation:**

Based on a scale of 1 (high) to 5 (low), rate the above-named Management/ Confidential employee's professional competence in each of the following areas:

 **Numerical Rating**

1. Exhibits appropriate knowledge and expertise in handling assigned responsibilities. \_\_\_\_
2. Motivates, challenges and develops subordinates. \_\_\_\_
3. Performs well in stressful situations. \_\_\_\_
4. Encourages candor and frankness in subordinates. \_\_\_\_
5. Written communication is clear and concise. \_\_\_\_
6. Clear and concise in oral communication. \_\_\_\_
7. Exhibits sound judgment. \_\_\_\_
8. Is adaptable to changing situations. \_\_\_\_
9. Sets and enforces high professional standards. \_\_\_\_
10. Supports the University’s policies, including Affirmative Action. \_\_\_\_
11. Other: \_\_\_\_

**Part II. Narrative:**

Give a clear and concise evaluation of the Managerial/Confidential staff member's performance during the specified time period. Of primary importance is the degree to which the employee accomplished the Professional Objectives outlined in the Performance Program. Other criteria might include furtherance of the College's goals; effectiveness of interaction with superiors, colleagues and subordinates; creativity in accomplishing assigned tasks as well as the criteria listed in the Performance Program. Stress any particular strengths and note any areas needing improvement.

**M/C Staff Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

# PLEASE FORWARD TO HUMAN RESOURCES FOLLOWING SIGN-OFF

cc: Official Personnel File

 Employee

 Supervisor

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