

Management Personnel Plan (MPP) Employee Performance Evaluation

Introduction:

The evaluator should consider information obtained from the Employee Self-Evaluation and Accomplishment Statement and through the administrative review process (when applicable). It is important to also refer to the responsibilities outlined in the position description and to any goals and objectives discussed with the employee during the review period. If applicable, progress and achievements accomplished toward the goals established in the employee's prior evaluation should be addressed. The position description should be updated and provided to the employee if necessary.

Instructions:

- **Identifying Information:** Include all the information requested.
- **Type of Evaluation:** Indicate the type of evaluation. Management Personnel Plan (MPP) employees shall be evaluated after six months from appointment date and one year from appointment date. Thereafter, the employee is evaluated at one year intervals (Section 42722 of Article 2.2 of Title 5 of California code of Regulations).
- **Administrative Review:** Check "Yes" if the employee was selected to undergo the Administrative Review process, or check "No" if the employee was not selected.
- **Section A - Performance Factors/Ratings:** Check the appropriate box for each skill set (see Skill Set Definitions below) and designate one overall performance rating. Space is available to include an additional skill.
- **Section B - Summary Statement:** Comments in this section must support the overall performance rating. This should only pertain to the review period.
- **Section C - Signatures:** All appropriate signatures (through the reporting line) should be included.
 - The Evaluator is the employee's supervisor.
 - If there is a MPP employee who oversees the evaluator, this person signs in the Appropriate Administrator box.
 - In some cases, an employee reports directly to the Vice President or President. In this case, the evaluation will only require one signature.
- **Section D - Employee Acknowledgment:** The employee must be presented with the opportunity to sign whether or not he/she agrees with the evaluation.
- **Section E - Supporting Statements for Ratings:** The evaluator has an opportunity to provide a narrative response in each section. Additional sheets may be attached if necessary.

Skill Set Definitions:

Conceptual Skills:

- Ability to understand the elements necessary for optimal functioning of the work unit.
- Ability to "see the big picture".
- Ability to problem-solve and develop appropriate strategies and recommendations.
- Ability to make productive use of resources and to develop innovative plans that reflect the mission, goals, and strategies of the organization.
- Includes vision, leadership, initiative, judgment, and creativity.

Interpersonal Skills:

- The ability to exercise appropriate judgment in working with and through people.
- Effectiveness in motivating others.
- The exercise of effective leadership to enable one's unit to meet organizational mission, goals, and strategies.
- Includes interaction with staff, students, and faculty; management and supervisory skills; leadership; affirmative action; and fairness.

Technical Skills:

- The ability to use knowledge, methods, techniques, and equipment necessary for the performance of specific tasks. These skills are acquired through experience, education, and training and are necessary to accomplish the unit's objectives as they relate to the institution's mission, goals, and strategies.
- Includes competence, quality of work, dependability, and supervisory skills (including evaluation of subordinates).

Other:

- If there is a skill or skill set required for this position that is not included above, identify it and evaluate the employee's performance on it in this section.



HR Use Only

Initials: _____ Date: _____

Empl_ID	Employee's Last Name	Employee's First Name			
EMP RCD#	CBID	Department Name	Department ID	Classification	Range
Review Period From: ___ / ___ / ___ To: ___ / ___ / ___			Evaluator Name	Evaluation Type	

Administrative Review: Yes No

Employee has any association with Athletics Yes No

If yes, please complete the first item on Section E, Page 3.

Section A - Performance Factors/ Ratings

Performance Ratings					
Ratings	Conceptual Skills	Interpersonal Skills	Technical Skills	Other: Please specify	Overall Performance (check one box)
Consistently Exceeds Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets and Frequently Exceeds Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does Not Meet Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Rating

Section B - Summary Statement

Summary statement or comments about employee's overall performance

Section C - Signatures

Typed or Printed Name	Signature	Date
Evaluator	Evaluator	
Appropriate Administrator	Appropriate Administrator	
Vice President or President	Vice President or President	

Section D - Employee Acknowledgment

My signature indicates that this performance appraisal has been discussed with me. It does not necessarily indicate that I agree with this evaluation.

Employee's Signature	Date
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Section E - Supporting Statements for Ratings

For employees involved with or associated with Athletics

Importance to Position: **Critical**

Employee must maintain knowledge of and compliance with relevant NCAA and conference rules and report any concerns or violations noted. **Meets** **Does Not Meet**

Assessment of employee's overall performance and progress toward goals and objectives established in the last evaluation and any that may have been discussed with the employee during the current review period.

Performance goals and objectives for the next review period.

Professional developmental activities to be accomplished during the next review period.

Developmental activities required to improve performance not meeting expectations (this area should be completed only if performance requires improvement).