## FORDHAM UNIVERSITY



## ADMINISTRATOR PERFORMANCE APPRAISAL

AREA VICE PRESIDENT  DEPARTMENT  DATE OF EMPLOYMENT  DATE ASSIGNED TO POSITION  APPRAISAL FROM TO  APPRAISAL GIVEN BY  TITLE  DATE  This form is to be used in evaluating an administrator's performance and potential, and in assessing the developmental needs of members of the administrative staff.  Jon completion by the manager/supervisor, the form should be reviewed and signed by the next level of management.		TEM OMI			. 1 1 1 1 1 1 1 1		
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Jpon completion by the manager/supervisor, the form should be reviewed and signed by the next level			_		and potential,	and in as	sessing the
f management.		he manager/supervisor, the	form show	ıld be re	viewed and sign	ned by the	e next level
	f management.						
A formal interview should be arranged with the evaluated administrator so that the performance review can	A formal interview sh	ould be arranged with the	evaluated (	dminiet	ator so that the	nerform	ance review can

be discussed. At this time the administrator should have the opportunity to make oral and written comments,

sign the document to acknowledge its review and receive a copy of the evaluation, if requested.

## PERFORMANCE CHARACTERISTICS

Evaluate the individual's performance from the last appraisal period and check the appropriate performance level on the continuum. Comments should be included to substantiate the evaluation of each characteristic.

IOR KI	NOWI FDGE	- TFCH	NICAL	FXPFR	TISF				
JOB IX	NOWLEDGE - TECHNICAL EXPERTISE  PERFORMANCE LEVEL								
Understands and can apply procedures,	TI de C						<u> </u>		
policies and standards. Keeps abreast of current developments in the field.	Unsatisfactory Needs to improve			Demonstra	ites required	<u> </u>	Demonstra	ites excellen	t
current de veropments in the neta.	knowledge of wor			knowledge		•	knowledge of work		
<u>COMMENTS:</u> PRIORITY									
Critical									
Important									
Useful									
N/A									
	IN	ITIATI							
		1	PI	ERFORM	MANCE	LEVEL	, T		
Seeks out new ideas and approaches,	Unsatisfactory								
and/or additional responsibilities.	Needs to be more starting	resourcefu	l and self-	Generally starting	resourceful	and self-	Extremely starting	resourceful	and self-
COMMENTS:									
PRIORITY									
Critical									
Important									
Useful									
N/A									
IVA									
COM	MUNICATION	A CKII I	S (WP)	TTEN /	VND OB	AT)			
COM	MONICATION	N SIXILI		ERFORN			,		
Expresses himself/herself in a clear,	TI de C				HHVEL	LE VEL			
concise and persuasive manner. Listens attentively.	Unsatisfactory						Damonetra	tec highly d	avalonad
attentivery.	Needs to develop	skills furth	er	Meets nece	essary job re	equirements	skills	ites highly d	eveloped
COMMENTS:									
PRIORITY									
Critical									
Important									
Useful									
N/A									
1 1/1 1									

		LEADI	ERSHIP						
Demonstrates effectiveness in guiding			PF	ERFORM	MANCE	LEVEL			
subordinates toward the accomplishment of specified goals within appropriate time	Unsatisfactory								
frames.	Needs to develop	skills furth	er	Meets nece	essary job re	equirements	Demonstra	ates excellen	t skills
COMMENTS:									
PRIORITY									
Critical									
Important									
Useful									
N/A									
	D	EPEND							
	Ţ		PF	ERFORN	MANCE	LEVEL	- - I	<del>-</del>	
Completes assignments in a timely fashion	Unsatisfactory								
with minimal supervision.	Has difficulty med requires high degr				meets deadl moderate de n			eets deadling supervision	es; requires
COMMENTS:									
PRIORITY									
Critical									
Important									
Useful									
N/A									
	WOR	RK ORG	ANIZA'	TION					
			PF	ERFORM	MANCE	LEVEL	,		
				·					
Plans ahead, sets priorities, and schedules	Unsatisfactory	ļ	l i	1		•			
Plans ahead, sets priorities, and schedules work assignments effectively.	Unsatisfactory  Needs improvement scheduling work	ent in plann	ing and	Generally of and schedu	effective in aling work	planning		ntes excellen	
work assignments effectively.  COMMENTS:	Needs improveme	ent in plann	ing and			planning			
work assignments effectively.  COMMENTS: PRIORITY	Needs improveme	ent in plann	ing and			planning			
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work assignments effectively.  COMMENTS: PRIORITY  Critical  Important  Useful	Needs improveme	ent in plann	ing and			planning			
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work assignments effectively.  COMMENTS: PRIORITY Critical	Needs improvement scheduling work  DE Unsatisfactory	ECISION	N MAKII	NG ERFORN	MANCE reaches sou	LEVEL	for plannir	ng and sched	luling work

PRO	OPOSED PERFORMANCE	GOALS
Specify proposed performance goals for	this individual in the coming	g year relative to the work of the area. Outline
time frames, whenever possible.		, <u></u>
	DEVELOPMENT NEED	
	nd cite specific training progr	rams, development assignments, etc. where
applicable.		
COMMENT ON THIS INDI	VIDUAL'S EXPRESSED F	UTURE CAREER OBJECTIVES
	REVIEW OF APPRAISA	
Manager/Supervisor:	Print Name	Signature
I prepared this appraisal and		
discussed it with the staff member.	Title	Date
COMMENTS:		
Next Level Manager:	Print Name	Signature
This appraisal was reviewed by		I
the next level of management.	Title	Date
COMMENTS:		
COMMENTS.		
	Drint Mama	IC:
Employee:	Print Name	Signature
I reviewed the contents of this		
appraisal.	Title	Date
COMMENTS:		

Employee Name:				Employee Signature:		
Date:	ADMINISTRA	ATOR PERFORM	MANCE APPRAI	SAL - ADDITIONA	AL NOTES	