

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
ADMINISTRATIVE PERFORMANCE AND EVALUATION FORM

NAME AND TITLE OF

EMPLOYEE:

PERIOD OF

EVALUATION:

TO:

FROM:

NAME AND TITLE OF

EVALUATOR:

DATE OF LAST EVALUATION:

SECTION I: SELF EVALUATION

TO BE COMPLETED BY STAFF MEMBER *PRIOR* TO THE EVALUATION.

1) What were your goals for this past year?

2) How successful were you at reaching your goals?

3) What was your biggest challenge and how did you handle this challenge?

4) What three work related accomplishments are you the most proud of and why?

5) What did you do for yourself for professional development this past year?

6) What are your specific objectives (goals) for the new fiscal year? Please list three to five objectives and how you plan to achieve them?

7) How can I be of assistance to you to help you reach objectives?

8) General overview/comments of your performance from the past academic year. Assistant Athletic Directors and/or Directors of departments should also comment on the overall function of their department.

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SECTION II: TO BE COMPLETED BY EVALUATOR

The following criteria are the foundation of the performance evaluation for the Bowling Green State University Athletic Professional Staff. These evaluation criteria specify the areas of accomplishment on which successful performance is based.

- Professional Duties and Responsibilities
- General Program Administration
- Leadership and Service to Department, University, and Community

THE IMPORTANCE IN EACH OF THESE FACTORS WILL BE WEIGHTED AS FOLLOWS USING A SCALE OF 1-5

5 – Greatly Exceeds Expectations	Performance consistently exceeds the job description/expectations
4 – Exceeds Expectations	Performance consistently exceeds most of the job description/expectations
3 – Meets Expectations	Performance consistently meets the job description/expectations
2 – Approaches Expectations	Performance meets some of the job description/expectations
1 – Unsatisfactory	Performance fails to meet the job description/expectations

<u>I. PERSONAL DUTIES AND RESPONSIBILITIES</u>	5	4	3	2	1	N/A
- Understands the position's duties and responsibilities						
- Demonstrates accuracy and thoroughness in performing tasks						
- Plans/schedules use of time efficiently						
- Committed to thorough implementation						
- Challenges status quo						
- High Ethical Standards						
- Attendance at Department Athletic Events and Functions						
- Constructive and appropriate relationship with Falcon Club						
- Create a positive impression on the BGSU community						
- Delegates responsibilities appropriately						
- Assists in compliance education of student-athletes						
- Other (please specify)						
<i>Performance Evaluation Score</i>						

<u>II. GENERAL PROGRAM ADMINISTRATION</u>	5	4	3	2	1	N/A
- Establishes productive relationships with athletes, peers, faculty, administration and alumni						
- Anticipates impact of decisions on others						
- Makes sound decisions in a timely manner						
- Understands and adheres to budget						
- Prompt and thorough response to administrative memos, and outside correspondence						
- Membership and/or participation with profession						
- Professional and appropriate handling of sensitive information						
- Knowledge of and adherence to policies and rules of the department, NCAA and other organizations with affiliation to BGSU and involving the sport programs						

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- Response to constructive criticism						
- Meeting Deadlines						
- Other (please specify)						
<i>Performance Evaluation Score</i>						
<u>III. LEADERSHIP AND SERVICE TO DEPARTMENT, UNIVERSITY, AND COMMUNITY</u>	5	4	3	2	1	N/A
- Leads by example						
- Forward thinking						
- Effectively and concisely conveys appropriate information either verbally or in writing						
- Champion of BGSU Athletics' philosophy and ideals						
- Participate in University and/or department committee(s)						
- Commits additional time beyond assigned duties and responsibilities						
- Dependable						
- Resolves conflicts constructively						
- Other (please specify)						
<i>Performance Evaluation Score</i>						

IV. OVERALL PERFORMANCE (See Performance Level Definitions Below): **5 4 3 2 1 N/A**

PERFORMANCE LEVEL DEFINITIONS

5 = <u>Greatly Exceeds Expectations</u>	Employees who consistently exceed the expectations and criteria of all job aspects and perform in a superior manner, continually seeking out new ways to contribute. Staff performing at this level consistently demonstrate excellent communication and analysis skills, and are highly motivated and require minimal supervision.
4 = <u>Exceeds Expectations</u>	Employees who consistently exceed most expectations of the job aspects and directs the majority of effort toward completion of assigned work. Staff performing at this level typically requires only indirect supervision that includes periodic review of work progress
3 = <u>Meets Expectations</u>	Employees who consistently meet expectations of most job aspects. Has mastered all routine job functions but may require assistance in some areas. Staff performing at this level should look to develop their skills in an effort to enhance their position within the department.
2 = <u>Approaches Expectations</u>	Employees who meet the expectations in some job aspects but possess one or more important performance deficiencies. Staff performing at this level typically requires close supervision and frequent follow-up on work progress to accomplish expectations. Performance at this level requires that an action plan be implemented to facilitate the necessary performance improvements
1 = <u>Unsatisfactory</u>	Employees who fail to meet the expectations in most job aspects. Employee is unable or unwilling to reach minimum levels of performance.

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1 = Unsatisfactory

Employees who **fail to meet** the expectations in **most** job aspects. Employee is unable or unwilling to reach minimum levels of performance. Staff performing at this level requires a **clear, specific and detailed action plan** with written recommendations which indicate problems areas and solutions. Continued performance at this level will lead to termination.

GENERAL COMMENTS AND RECOMMENDATIONS BY EVALUATOR

COMMENT AREA FOR EMPLOYEE

Employee Signature

Date

Note: Your signature indicates that this discussion has taken place and that you received a copy of the written evaluation. Your signature is not an indication that you agree with its contents.

Supervisor Signature

Date



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Director of Athletics

Date