

# OUACHITA BAPTIST UNIVERSITY

## *Administrative Staff Performance Review*

EMPLOYEE NAME:	POSITION/TITLE:	REVIEW PERIOD
REVIEWING SUPERVISOR:	POSITION/TITLE:	FROM : TO:

SECTION I: Indicate the performance level rating for each of the following key result areas. Include any necessary comments to explain the ratings. If a category does not apply, it should not be rated. Several examples of action are included under each key result area. These are provided as examples and are not meant to be inclusive of all proper action for that category.

Fails to Meet Standards	Needs Improvement to Fully Meet Standards	Meets Standards	Exceeds Standards	Far Exceeds Standards
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**PLANNING:** Establishes both short and long term plans to meet future needs. Shows foresight in recognizing problems in areas of responsibility. Foresees changes and trends relevant to area of responsibility. Adheres to schedules and plans. Communicates plans to appropriate committees or administrators.

RATING:

**SERVICE:** Leads or serves on university committees. Works with or sponsors a student organization. Participates in university service programs. Participates in local community activities.

RATING:

**FINANCIAL:** Tracks and adheres to financial plan. Makes sound decisions that consider cost/benefit and operation as a whole. Accurately estimates expense levels, needs, and other factors. Shows innovation in controlling expenses.

RATING:

**DECISION MAKING AND JUDGEMENT:** Accumulates all relevant information prior to making job-related decisions. Presents well considered alternatives when making recommendations. Makes decisions in a timely manner. Notifies affected parties prior to implementing decisions.

RATING:

<p>SUPERVISION: Effectively manages day-to-day operations. Communicates performance standards to employees. Encourages positive work ethic among staff. Evaluates employees based on measurable behavior or results. Puts time and effort into improving performance in assigned areas of responsibility. Carries out analyses of department performance. Keeps own areas of responsibility, and all associated systems and procedures, functioning smoothly.</p>	<p>RATING:</p>
<p>INNOVATION AND CHANGE: Initiates change when necessary. Takes action quickly to correct or prevent problems. Generates ideas and creative solutions. Shows enthusiasm for new ideas, programs, and procedures. Generates excitement/commitment toward achievement of established goals. Encourages innovation and supports risk-taking.</p>	<p>RATING:</p>
<p>MANAGEMENT EFFECTIVENESS: Delegates, then supervises performance. Maintains composure under trying circumstances. Utilizes personal time effectively. Shows personal organization in filing and record keeping. Seeks/encourages feedback from those supervised.</p>	<p>RATING:</p>
<p>KNOWLEDGE: Demonstrates technical knowledge. Displays knowledge and expertise of sound management practices. Directs efforts towards personal improvement of job knowledge. Strives to develop professional skills. Takes advantage of opportunities to grow professionally.</p>	<p>RATING:</p>
<p>EMPLOYEE RELATIONSHIPS AND DEVELOPMENT: Selects competent employees. Facilitates personal and professional development of employees. Flexibly adjusts administrative techniques and styles when working with employees of different skill and abilities. Gives positive or negative reinforcement promptly to improve employee's performance. Communicates effectively. Periodically meets with employees to share information which will affect them. Challenges &amp; encourages employees toward positive performance results.</p>	<p>RATING:</p>
<p>ORGANIZATIONAL RELATIONSHIPS: Committed to organizational teamwork. Interacts effectively with others. Demonstrates skill in oral communication (for example, conducting meetings or speaking before a group). Provides information or help to superiors or peers when needed. Shows appropriate assertiveness in expressing and advocating points of view. Displays enthusiasm for OBU's mission, objectives and goals.</p>	<p>RATING:</p>
<p>SPIRITUAL MODELING: Participates in a local church. Supports university activities that are planned as corporate expressions of our faith (e.g. chapel, CFW).</p>	<p>RATING:</p>

SECTION II: Potential areas for future performance development.

SECTION III: Summary of overall rating. Include summary of which areas most significantly affected the overall review.

Fails to Meet  
Standards  
**1**

Needs Improvement to  
Fully Meet Standards  
**2**

Meets Standards  
**3**

Exceeds Standards  
**4**

Far Exceeds Standards  
**5**

OVERALL RATING:

(ADD ALL RATINGS ABOVE AND DIVIDE BY NUMBER OF RATING AREAS.)

SUPERVISOR/REVIEWING  
OFFICIAL SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE