

OUACHITA BAPTIST UNIVERSITY  
*Senior Administrator Performance Review*

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

SECTION I: Using the rating scale below, indicate the performance level rating for each of the following key result areas.				
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>
<p>PLANNING:</p> <p>Includes demonstrating a concern for program service and delivery, developing and implementing strategies for improving programs, involving internal and external constituencies in assessing needs and focusing efforts on meeting the university's mission.</p> <p style="text-align: right;">RATING:</p>				
<p>LEADERSHIP:</p> <p>Includes the proper delegation of authority and responsibility to subordinates, establishing priorities and managing change. A cooperative spirit and high morale should be evident among employees reporting to this administrator. Also includes evidence of service or leadership to university committees, service projects or community activities.</p> <p style="text-align: right;">RATING:</p>				
<p>FINANCIAL:</p> <p>Includes evidence of the ability to maintain the integrity of the budget process, effective utilization of resources and identification of external resources.</p> <p style="text-align: right;">RATING:</p>				

DECISION MAKING/PROBLEM SOLVING:

Demonstrates the ability to analyze problems, develop and evaluate options, anticipate consequences of implementing solutions and anticipate and address potential problems.

RATING:

SUPERVISION:

Demonstrates fair and equitable management practices and a commitment to the development of employees reporting to this administrator. Also, models appropriate behavior for employees reporting to this administrator.

RATING:

INTERPERSONAL RELATIONS:

Demonstrates a positive attitude when faced with job demands, respects the rights and responsibilities of others, exhibits a positive attitude toward colleagues, encourages information sharing between and among departments.

RATING:

EFFECTIVENESS:

Includes setting appropriate personal and unit goals, devoting appropriate time to accomplishing tasks and achieving appropriate results during the review period.

RATING:

SECTION II: Comments

SECTION III: Potential areas for future development.

OVERALL RATING:

Fails to Meet  
Standards

**1**

Needs Improvement to  
Fully Meet Standards

**2**

Meets Standards

**3**

Exceeds Standards

**4**

Far Exceeds  
Standards

**5**

EMPLOYEE'S SIGNATURE

DATE

PRESIDENT'S SIGNATURE

DATE