



University of California
Performance Management for Senior Administrators

Employee's Name:		Employee's Office:	
Performance Year:		Time in Position:	

1. **SELF-ASSESSMENT OF TOP GOALS AND ACCOMPLISHMENT:** Each employee will prepare a self-assessment regarding the top 3 or 4 value added accomplishments and contributions over this review period (e.g., goals accomplished, problems solved, value added program changes).

Goals and Accomplishments:



2. LEADERSHIP COMPETENCY AND ACHIEVEMENT: Assess the employee's accomplishments and contributions as they relate to the following competencies.

<p>1. Accountability and Governance -- Demonstrates execution of goals and objectives that support the overall success of the strategic objectives of the organization, both locally and Systemwide. These goals and objectives will include compliance with applicable regulatory and university requirements. Adheres to University principles of transparency and openness in working with all constituents.</p> <p><input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Improvement Needed Performance <input type="checkbox"/> Above Expectations Performance <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Satisfactory Performance</p>
<p>2. Collaboration and Communication -- Demonstrates a proactive approach to establishing effective relationships with key internal (local and Systemwide) and external constituencies; understands the diverse needs and agendas of various stakeholder groups; creates and fosters an environment that ensures collegiality and information sharing, while recognizing the need for timely decision making. Effectively communicates with administrators, students, faculty and staff.</p> <p><input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Improvement Needed Performance <input type="checkbox"/> Above Expectations Performance <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Satisfactory Performance</p>
<p>3. Leadership -- Provides an environment of individual growth and career development, recognizing and utilizing skills of others through clear, specific and timely performance feedback; recruits, mentors and retains talented managers and employees; provides effective coaching, delegates effectively and rewards superior performance.</p> <p><input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Improvement Needed Performance <input type="checkbox"/> Above Expectations Performance <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Satisfactory Performance</p>
<p>4. Innovation, Creativity and Change -- Inspire and develop creative and innovative approaches to addressing challenges and problems. Seeks to determine whether programs and activities add value to the work of the University. Drives change initiatives by defining measurable outcomes, energizing others at all levels and ensuring continuing commitment when faced with new initiatives; confronts and works through concerns of various stakeholders.</p> <p><input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Improvement Needed Performance <input type="checkbox"/> Above Expectations Performance <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Satisfactory Performance</p>
<p>5. Resource Management and Financial Budget - Develops strategic goals and objectives to achieve accountability and efficient stewardship of University resources (operational, financial, and human), in a manner consistent with Systemwide objectives and initiatives.</p> <p><input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Improvement Needed Performance <input type="checkbox"/> Above Expectations Performance <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Satisfactory Performance</p>
<p>6. Diversity: Demonstrates an active and engaged commitment to diversity. Works to establish a climate that welcomes, celebrates and promotes respect for diversity of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran in the University. Ensures equal opportunity in search and recruitment process by ensuring diverse representation on search committees, supplemental outreach efforts, etc. Promotes equity in advancements by describing review process for</p>



in search and recruitment process by ensuring diverse representation on search committees, supplemental outreach efforts, etc. Promotes equity in advancements by describing review process for new staff and administrators, encouraging participation in career advising or mentoring programs, etc.

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|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Exceptional Performance | <input type="checkbox"/> Improvement Needed Performance |
| <input type="checkbox"/> Above Expectations Performance | <input type="checkbox"/> Unsatisfactory Performance |
| <input type="checkbox"/> Satisfactory Performance | |

7. **Client Service:** Understands that UC is a large, complex organization with many internal and external clients. Carries out UC's organizational philosophy to provide the best possible services in support of its mission: teaching, research and public service. Determines whether a program or activity impedes or advances the University's goals.

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|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Exceptional Performance | <input type="checkbox"/> Improvement Needed Performance |
| <input type="checkbox"/> Above Expectations Performance | <input type="checkbox"/> Unsatisfactory Performance |
| <input type="checkbox"/> Satisfactory Performance | |

8. **Health and Safety:** Understands that safety and environmental issues are essential elements of ensuring the continued success of UC and its employees. Maintains a safe, healthy and environmentally sound workplace.

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|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Exceptional Performance | <input type="checkbox"/> Improvement Needed Performance |
| <input type="checkbox"/> Above Expectations Performance | <input type="checkbox"/> Unsatisfactory Performance |
| <input type="checkbox"/> Satisfactory Performance | |

9. **Principles of Community:** Fosters a positive working and learning environment, by maintaining a climate of collaboration, fairness, cooperation, and professionalism. Practices and integrates these basic principles in all interactions.

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|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Exceptional Performance | <input type="checkbox"/> Improvement Needed Performance |
| <input type="checkbox"/> Above Expectations Performance | <input type="checkbox"/> Unsatisfactory Performance |
| <input type="checkbox"/> Satisfactory Performance | |

Comments on Performance:



Overall Appraisal Rating:

- Exceptional Performance** - is significant overachievement of expectations.
- Above Expectations Performance** - is often beyond expectations.
- Satisfactory Performance**- consistently fulfills expectations.
- Improvement Needed Performance** - is inconsistent performance, with expectations only partially achieved. Deficiencies should be addressed in the performance appraisal.
- Unsatisfactory Performance** - is the failure to achieve the majority of expectations. Deficiencies should be specifically addressed in the performance appraisal.

Reviewer:

Employee:

Name and Date

Name and Date