## **Enrollment Management Administrator Performance Evaluation** 1. PLANNING AND ORGANIZATION (Director Only) \* 1. Name of Director Being Evaluated: Joey Chandler Pam Laughlin Teresa Ringo Lisa Tatom Trevor Thorn Joellen Tipton \* 2. Policy Formulation: 1 (Poor) The Director effectively plans and develops policies governing the office, and employee performance. Effectively coordinates unit policy development. \* 3. Overall Planning for Organizational Unit: 1 (Poor) 5 (Excellent) Plans and executes administrative activities to achieve organizational goals which include setting objectives, specifying plans, foreseeing contingencies, and utilizing resources. \* 4. Goal Achievements: 1 (Poor) 5 (Excellent) N/A Executes administrative responsibilities and exhibits a sense of direction and goal accomplishment. Makes a significant contribution toward achieving goals of the organizational unit. Accepts administrative decisions and work toward achieving those goals. \* 5. Planning: 1 (Poor) 5 (Excellent) Effectively makes optimum use of all available resources in a variety of operating conditions. Establishes proper priorities in the allocation of resources and assignment of duties.

Enrollment	Manage	ment Adı	ministrat	or Perfori	mance	Evaluation	
* 6. Facilitie	s Managem	ent:					
	1	(Poor)	2	3	4	5 (Excellent)	N/A
Keeps informed program needs, facilities, equipm supplies. Assure within controllab facilities reflect image.	plant ment, and es that, ole limits,	0	0	0	0	0	0
* 7. Dependa	<del>-</del>	(Poor)	2	3	4	5 (Excellent)	N/A
Exhibits depend meeting assign schedules on tir	ability in ments and	(F001)	Ó	Ö	Ŏ	O	O
* 8. Policy I	-						
Applies policies and fairly. Funct manner compati the plans and p the university. Implements insidecisions in a raeffective, and el manner.	equitably tions in a ible with olicies of tructional ational,	(Poor)	<sup>2</sup>	3	4 O	5 (Excellent)	N/A O
* 9. Budget							
		(Poor)	2	3	4	5 (Excellent)	N/A
Manages organi unit's resources Effectively moni budget expendi Prepares and ac area budget effe	prudently. tors tures. dministers	O	O	O	O	O	O

## Enrollment Management Administrator Performance Evaluation

## 2. Direct Supervisor Evaluation

Wayne Bennett  ) Maria Busby  ) Joey Chandler  ) Terri Colley  ) Patsy Collins  ) Dana Grant  ) Lydia Hall  ) Tina Kuo  ) Pam Laughlin  ) Kelli Leaf  ) Jodie Peevy  Ron Pettitt  ) Teresa Ringo  ) Judy Smith  ) Valerie Sparkman  ) Lisa Tatom  ) Trevor Thorn  ) Joellen Tipton  ) Jeff Vienneau  ) Doug Wright  ) Other (please specify)	Kim Baechtel		
Joey Chandler  Terri Colley  Patsy Collins  Dana Grant  Lydia Hall  Tina Kuo  Pam Laughlin  Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Wayne Bennett		
Terri Colley  Patsy Collins  Dana Grant  Lydia Hall  Tina Kuo  Pam Laughlin  Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Maria Busby		
Patsy Collins  Dana Grant  Lydia Hall  Tina Kuo  Pam Laughlin  Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	) Joey Chandler		
Dana Grant  Lydia Hall  Tina Kuo  Pam Laughlin  Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Terri Colley		
Lydia Hall  Tina Kuo  Pam Laughlin  Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Patsy Collins		
Tina Kuo  Pam Laughlin  Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Dana Grant		
Pam Laughlin  Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	) Lydia Hall		
Kelli Leaf  Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Tina Kuo		
Jodie Peevy  Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Pam Laughlin		
Ron Pettitt  Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Kelli Leaf		
Teresa Ringo  Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	) Jodie Peevy		
Judy Smith  Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Ron Pettitt		
Valerie Sparkman  Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Teresa Ringo		
Lisa Tatom  Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Judy Smith		
Trevor Thorn  Joellen Tipton  Jeff Vienneau  Doug Wright	Valerie Sparkman		
) Joellen Tipton ) Jeff Vienneau ) Doug Wright	) Lisa Tatom		
) Jeff Vienneau ) Doug Wright	Trevor Thorn		
Doug Wright	) Joellen Tipton		
	) Jeff Vienneau		
Other (please specify)	Doug Wright		
	Other (please specify)		

Enrollment Manag	gement	Administ	rator Per	formanc	e Evaluation	on
* 2. Staffing:						
	1 (Poor)	2	3	4	5 (Excellent)	N/A
Effectively selects, counsels, and trains subordinates. Ensures that adequate staffing is planned for and made available within given budgetary restrictions. Hiring decisions are based on job descriptions, qualifications and related experience.	0	0	0	0	0	0
* 3. Delegating:						
Delegates with with	1 (Poor)	2	3	4	5 (Excellent)	N/A
Delegates authority effectively. Assigns tasks to others with minimal interference.	O	O	O	O	O	O
* 4. Policy Implemen						
Analisa nalisiaa aasitabla	1 (Poor)	2	3	4	5 (Excellent)	N/A
Applies policies equitably and fairly. Functions in a manner compatible with the plans and policies of the university. Implements administrative decisions in a rational, effective, and efficient manner.	O	O	O	O	O	O
* 5. Supervision:						
Trafarina a santa af subat ha	1 (Poor)	2	3	4	5 (Excellent)	N/A
Informs people of what to do and sees that they do it to the best of their ability (includes making assignments, explaining procedures, seeing that mistakes are corrected, providing on-the-job instruction, and issuing directives). Positive reinforcement is utilized.	O	O	O	O	O	O
* 6. Decision Making:						
Makes decisions by sound reasoning and draws sensible conclusions. Foresees and evaluates the impact of decisions in related areas.	1 (Poor)		3	4	5 (Excellent)	N/A

7. Evaluating:						
Evaluates personnel with fair and impartial assessment in relation to	1 (Poor)	2	3	<u>4</u>	5 (Excellent)	N/A
heir overall work performance.						

## **Enrollment Management Administrator Performance Evaluation** 3. Interpersonal Relationships The following questions deal with your direct supervisor only. \* 1. Communications Ability: 1 (Poor) 5 (Excellent) Expresses ideas in a respectful, logical and forthright manner. Communicates effectively with staff and other university personnel. Directives are clear and well understood. \* 2. Interpersonal Communications: 1 (Poor) 5 (Excellent) Director's policies and procedures are accurately communicated by my supervisor in a timely manner. Communicates pertinent information to the to the organizational unit. Listens carefully and attempts to understand from the speaker's frame of reference. **\*** 3. Use of Participation: 1 (Poor) 5 (Excellent) N/A Encourages discussion/participation of staff members in planning and decision making. \* 4. Use of Participation: 1 (Poor) 5 (Excellent) Maintains high standards of ethics, honesty, and integrity in professional behavior. Encourages good professional ethics in others. \* 5. Attitude: 1 (Poor) 5 (Excellent) Exhibits institutional loyalty and enthusiasm for job. \* 6. Public Relations: 1 (Poor) 5 (Excellent) Promotes constructive relationships between the university and the public. Reflects a favorable image for the university.

Enrollment Mana	gement Ad	dministra	tor Perfo	rmance	Evaluati	on
* 7. Fairness:						
I am treated fairly when	1 (Poor)	2	3	4	5 (Excellent)	N/A
requesting vacation days with advance notice.	_					
* 8. Job Comprehen	sion 1 (Poor)	2	3		4	5 (Excellent)
I understand my job responsibilities and duties. Adequate training is provided as needed.	O	0	0		0	O

Enrollment Management Administrator Performance Evaluation							
4. Overall Evaluat	ion as a Sup	pervisor.					
This page is for evaluating	your direct superv	visor.					
* 1. Overall Evaluat							
Rank overall evaluation as a supervisor.	1 (Poor)	O C	3	o O	5 (Excellent)		
2. Make Summary	y Comments B	elow:					
	▼						