

**MINNESOTA STATE UNIVERSITY, MANKATO  
EXCLUDED ADMINISTRATOR ASSESSMENT FORM**

**(To be completed within 60 days of the end of the evaluation period.)**

Employee: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Evaluation Period: Begin: \_\_\_\_\_ End: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Minnesota State University, Mankato is committed to providing the best possible experience on its campus for students and employees. One of several factors influencing this outcome is a dedication to strengthening and recognizing the effectiveness of Excluded Administrators. The performance appraisal process supports this commitment and will be used to establish personal and professional goals, review performance, focus discussions between supervisors and employees, and recognize commendable performance. The process is also intended to be a vehicle to discuss performance deficiencies and provide the employee notice and an opportunity to improve in these areas, if any.

The evaluation includes three components:

1. A self-evaluation by the employee.
2. An evaluation by the supervisor of the work plan (goals and objectives) prepared by the employee for their division/department or work unit.
3. An evaluation of attributes of the employee.

The evaluation must be signed by the supervisor and the employee, even if the employee does not agree with the evaluation. The employee may comment on the evaluation itself or may attach additional information to the evaluation to be included in the personnel file.

## I. Employee Self-Evaluation:

Describe your perspective on your performance in each of the following areas:

**1. Divisional/Departmental Work Plan:** (Attach a copy of your completed work plan including status indicators. Include observations relating to how the divisional or departmental work plan supports the institutional goals of Minnesota State Mankato and the goals from the Office of the Chancellor).

**2. Leadership:** (Include observations on educational and professional leadership, personal leadership and supervisory ability; ethical values and principles; delegation of authority and oversight; maintenance of a collegial environment and ability to work with others; and commitment to diversity.)

**3. Communication:** (Include observations on communication skills; organization and planning skills; ability to relate to students individually and in groups; ability to articulate ideas and concepts; effective representation of the university to the public; effective relations with the media.)

**4. Stewardship:** (Include observations on management of financial and material resources; oversight of collective bargaining/contract issues; effectiveness at raising outside funds; encourage high quality student services; understanding of long range budget planning needs.)

**5. Campus and Community Relations:** (Include observations on demonstrating support for Minnesota State University, Mankato and Minnesota State; service to and from the community; development of appropriate networks; developing regional and national recognition; and promoting and assisting in development activities.)

**6. Other comments:**

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**Employee Signature**

**Date**

## II. Supervisors Evaluation of the Divisional/Departmental Work Plan:

Each division or department is required to provide a work plan. The administrator will report quarterly and annually on the progress toward the work plan. The work plan should focus on the division's or department's progress toward achieving institutional strategic priorities and Minnesota State strategic priorities. **A copy of the divisional/departmental work plan should be attached. The following is to be completed with respect to major goals, strategies and results.**

**ANNUAL GOALS:** \_\_\_\_\_ **thru** \_\_\_\_\_  
*mm/dd/yyyy* *mm/dd/yyyy*

Institution's Goals and College Goals	Key Strategies to Achieve Goal	Results

**Other Comments:**

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### III. Supervisor's Evaluation of the Employee's Attributes

**1. Leadership:** Leadership and supervision will assess the degree to which the administrator demonstrates educational and professional leadership; personal leadership and supervisory ability; whether the employee is guided by ethical values and principles; whether the employee is able to properly delegate work and oversee that work; maintaining a collegial work environment; cooperation and ability to work with team members; commitment to diversity, and the like.

**Comments:**

**2. Communication:** Communication and interpersonal assessment considers both conceptual and effective contact in the oral and written exchange of information; communication skills; organization and planning skills; ability to relate to students individually and in groups; ability to articulate ideas and concepts; ability to effectively represent the university to the public, and the like.

**Comments:**

**3. Stewardship:** Assess the employee in the areas of: management of financial and material resources; effectiveness at management human resources of the division/department; oversight of collective bargaining/contract issues; effectiveness at raising outside (non-state) funds; insuring and encouraging high quality student services; understanding of long range budget planning needs; and the like.

**Comments:**

**4. Campus and Community Relations:** Assess evidence of support for the college/university in the public arena and community; how the employee demonstrates support for the Minnesota State; demonstrates service to and from the community; supports development of appropriate networks; develops regional and national recognition; promotes and assists development activities, both system-wide and at the campus level; and the like.

**Comments:**

**Additional Comments by Supervisor:**

Provide additional comments concerning overall performance that you judge not to have been covered above, including comments received by or solicited from others (peers, colleagues, those supervised by the employee).

**Employee Comments:**

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**Supervisor Signature** **Date**

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**Employee Signature** **Date**

**Routing:**

- File original with Human Resources/Personnel File.
- A copy may be kept in the supervisor’s file.
- A copy should be provided to the employee.