<u>Supervisor¶Instructions</u>
Preferably once each semester, but at least once each yearn, ployees in the HEO seriese required to have an evaluation conference with the chairperson or supervisor to be designated by the appropriate dean or Prestitement that no parties other than the evaluator and the employee are permitted testend the conference. W* n BT /TT3 9.96 Tf 197.21 634.66 Td [()]

	EMPLOYE	DATA		SUPERVISOR DATA
Name				
Department				
Division				
Contract Title				
Functional Title				
Date Initial CollegeAppointment				NA t Employee Only
Date Appt to Current Position				NA t Employee Only
Evaluation Period	Start		End	
	Date:		Date:	
Date of Evaluation Conference		·		

Competency	Comments
7. Effort and Initiative Exhibits persistence adminitiative; puts forth a consistent, effort; assumes full and comptle responsibility for accomplishment of his/her functions takes initiative to make improvements assists in achieving departmental goals adapts well to change	
8. Unit or department-specific competenies (Optional)	
9. Inclusivenesst Diversity Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works tunderstandthe perspectives of others; reates opportunities for access and success.	
10. StrategicPlanning andOrganizing Understandsstrategic directionsand aligns priorities with broader goalsmeasures outcomesuses feedback to change as neededseeks broad iput and synthesizes information; evaluates alternatives solutions oriented; able to see connections amongomplex issues.	
11. Leadershipand Staff Development Demonstrates bility to inspire teamwork and obtain cooperation from subordinatesEstablishes high standards conduct and observation performance for subordinates; maintains open communication channels; delegates work; leads by example. Establishes and articulates a vision of what could be; looks to and plans for theture; accepts new challenges keeps an open mind.	
11-a. Coachingand Empowering Communicates a positive attitude; serves as a catalyst for action and encourages employees to try new things and ta calculated risks; provides honest feedback; minimizes tens and defensiveness; creates an environment for essementors and guides employeessets leadership in others.	
11-b. Team Building Builds group cohesiveness and pride; encourages cooperation; fosters and practices good communication recognizes and rewards individuals and team accomplishment and contributions; shares success and rewards; manages conflict.	

	Communicates a positive attitude; serves as a catalyst for action and encourages employees to try new things and ta calculated risks; provides honest feedback; minimizes tens and defensiveness; creates an environment for essection mentors and guides employeds sters leadership in others.	
	11-b. Team Building Builds group cohesiveness and pride; encourages	
	cooperation; fosters and practices good communication	
	recognizes and rewards individuals and team accomplishment and contributions; shares success and	
	rewards; manages conflict.	
B.	Summaryof u ‰ o } Ç [• } uduringšthe Confe	rence
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C. > • š W Œ]} [• '} o• Rate the progress made on each of the goals established at the beginning of the period and any new goals. No original goals.	lote any changes to the

Rating

Comng

Goal/Objective

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F. Professional Development Plan (if applicable)