

United States Naval Academy Civilian Administrator Performance Rating Report

Administrator: _____

Rank/Title: _____

Review Period: _____

The critical elements below include job knowledge and competence; leadership; planning and budgeting; communication; problem solving and decision making; adaptability and initiative; staff supervision; and faculty roles (where applicable).

SECTION I.

Job Knowledge / Competence (Critical element)	C	ME	NI	UN	NA
Demonstrates competence in required position / job skills and knowledge					
Keeps abreast of current developments and trends related to the position					
Engages in appropriate professional development activities					
Displays understanding of how the position interacts with and supports other areas of the Academy					
Understands and follows internal and external procedures and regulations					
Accomplishes assignments and meets deadlines					
Produces results and displays skill in meeting objectives					
Assumes responsibility and accountability for work					
Summary of Job Knowledge / Competence					

Leadership (Critical element)	C	ME	NI	UN	NA
Inspires respect from others					
Inspires trust from others					
Shows courage to take action					
Motivates others to perform well					
Establishes a collective focus or vision in consultation with staff members and supervisor					
Summary of Job Leadership					

Planning and Budgeting (Critical element)	C	ME	NI	UN	NA
Establishes appropriate goals and objectives					
Plans strategically and establishes priorities					
Allocates and utilizes personnel resources appropriately and effectively					
Allocates and utilizes financial resources appropriately and effectively					
Reports fiscal discrepancies in a timely fashion					
Develops and implements appropriate cost-saving measures					
Summary of Planning and Budgeting					

Communication (Critical element)	C	ME	NI	UN	NA
Keeps supervisor and other appropriate people adequately informed					
Respects and observes the leadership “chain of command”					
Interacts effectively and professionally with faculty, staff, students					
Works well as part of a team					
Presents a positive attitude through interactions with internal and external contacts					
Speaks clearly, professionally, and effectively					
Writes clearly, professionally, and effectively					
Listens well and seeks clarification					
Responds appropriately to questions and requests for assistance					
Demonstrates effective group presentation and leadership skills					
Summary of Communication					

Problem Solving and Decision Making (Critical element)	C	ME	NI	UN	NA
Identifies and shares problems in a timely manner					
Gathers and analyzes information skillfully, and views problems fairly and objectively					
Develops and presents viable solutions					
Demonstrates sound and accurate judgment					
Includes appropriate people in decision-making processes					
Explains reasoning for decisions					
Demonstrates willingness to make timely decisions					
Summary of Problem Solving and Decision Making					

Adaptability and Initiative (Critical element)	C	ME	NI	UN	NA
Adapts and responds well to change					
Anticipates future developments and takes advantage of opportunities					
Takes independent action and calculated risks					
Manages competing demands					
Displays original thinking, creativity, and resourcefulness					
Accepts and seeks to understand criticism and feedback					
Asks for help when needed					
Summary of Adaptability and Initiative					

Staff Supervision (Critical element)	C	ME	NI	UN	NA
Creates a positive work environment and is aware of and sensitive to the needs of others					
Respects diverse opinions					
Is accessible and establishes trust and open communication					
Maintains effective working relationships					
Provides direction and leadership to staff					
Provides timely performance feedback					
Appropriately handles personnel issues and evaluates colleagues fairly					
Encourages and supports staff professional development and growth					
Takes responsibility for direct reports' activities					
Serves as a positive role model					
Actively maintains a supportive environment for students					
Actively promotes diversity and maintains a supportive environment for underrepresented groups					
Summary of Staff Supervision					

Faculty Roles (Critical element)	C	ME	NI	UN	NA
Demonstrates appropriate and flexible teaching techniques and strategies					
Teaching effort contributes to effective student learning					
Provides effective mentoring and advising of students					
Maintains an active scholarly program					
Contributes sufficient peer evaluated work to the discipline					
Participates in appropriate service within the Academy, profession, and community					
Summary of Faculty Roles					

Equal Opportunity Employment (Critical element)	C	ME	NI	UN	NA
Supports EEO guidelines regarding selection and promotion					
Supports EEO in treatment of employees					
Supports EEO in training and counseling					
Summary of Equal Opportunity Employment					

Internal Controls (Critical element)	C	ME	NI	UN	NA
Complies with applicable laws					
Safeguards against waste and abuse					
Maintains accountability over assets					
Efficiently manages resources					
Summary of Internal Controls					

Occupational Safety and Health (Critical element)	C	ME	NI	UN	NA
Supports OS&H Program					
Maintains safe working environment and support					
Summary of Occupational Safety and Health					

10. Internal Controls.

11. Occupational Safety and Health.

12. Summary.

Summary	Satisfactory	Unsatisfactory
Overall Summary Rating		

Critical Elements Reviewed	EMPLOYEE DATE	SUPERVISOR DATE
Annual Performance Appraisal	EMPLOYEE DATE	SUPERVISOR DATE
	REVIEWER DATE	

Form Information:

The purpose of this evaluation is to assess the effectiveness of the Administrator in performing job responsibilities and to enhance the ability of the Administrator to advance the mission of the United States Naval Academy. This evaluation instrument is intended to generate discussion constituting both a formative and summative assessment of important performance objectives.

The following scale will be used to evaluate the degree to which the Administrator meets each of the evaluation criteria. The “remarks” section should be used to provide a summary of the supervisor’s judgment about the extent and quality of an individual’s performance for each critical element, and also must be used to explain any behavior ranked as Needs Improvement or Unsatisfactory.

C = Commendable (Level 4) - Performance objectives have been met and demonstrated with a very high level of skill and ability. A rating in this category implies that the person performed significantly above expectations, and could not reasonably be expected to improve.

ME = Met Expectations (Level 3) - Performance objectives have been satisfactorily met and demonstrated with the expected level of skill and ability. A rating in this category implies that the person satisfied performance expectations and would not normally be expected to improve.

NI = Needs Improvement (Level 2) - Performance objectives have been partially met, or marginally met relative to the expected level of skill and ability. A rating in this category implies that the faculty member should be attentive to opportunities for improvement in order for the performance to become fully satisfactory.

UN = Unsatisfactory (Level 1) - Performance objectives have not been met and/or performance indicates a deficit in skill and ability. A rating in this category leads to the development of a performance improvement plan, requiring human resource actions.

NA = Not Applicable - Area of evaluation does not apply to the position, or was not observed during the rating period.