

## Performance Document - ANP Performance Evaluation

# Manager Evaluation

Yogi Dog, Apprentice Student Aff Coord  
ANP Performance Evaluation, 01/01/2009 - 08/31/2009

**Author:** Jaime Kelsky  
**Status:** Completed  
**Approval:** Not Required

**Role:** Manager  
**Due Date:** 09/30/2009

The document status is Completed.

### Section 1 - FSU Behavioral Expectations

#### Organizational Commitment

**Description:** Demonstrates a productive, ethical work style that is compliant with University and department policies and procedures.

**Rating:** 2-Satisfactory

#### Customer/Stakeholder Focus

**Description:** Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders -- whether they be faculty, students, fellow employees, parents or citizens.

**Rating:** 2-Satisfactory

#### Diversity Commitment

**Description:** Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

**Rating:** 2-Satisfactory

#### Teamwork

**Description:** Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

**Rating:** 2-Satisfactory

#### Safe, Secure Work Environment

**Description:** Committed to maintaining a safe and secure work environment.

**Rating:** 2-Satisfactory

#### Non-Hostile Work Environment

**Description:** Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

**Rating:** 2-Satisfactory

#### Attendance

**Description:** Consistently at work during scheduled work hours.

**Rating:** 3-Above Satisfactory

#### FSU Behavioral Expectations Summary

**Comments:** Mr. Dog understands the importance of satisfactory university behaviors.

## **Section 2 - Responsibilities**

### **Responsibility 1: Coord Activities in Career Development & Placement Services**

**Description:** Coordinates activities in Career Development and Placement Services both on and off campus as required.

**Rating:** 2-Satisfactory

### **Responsibility 2: Liaison with outside employers for job placement**

**Description:** Serves as liaison with business, industrial and government employees for job placement opportunities at FSU and elsewhere.

**Rating:** 2-Satisfactory

### **Responsibility 3: Coordinates special events and job fairs**

**Description:** Coordinates special events and job fairs to match qualified employees with employers.

**Rating:** 2-Satisfactory

### **Responsibilities Summary**

**Comments:** Mr. Dog has made a positive contribution to our department and to the University.

## **Section 3 - Competencies**

### **Competency 1: Appl of laws, rules, policy**

**Description:** Knowledge of and ability to interpret and apply related federal, state and local laws, ordinances, rules and regulations and University policies.

- Target Rating: 1-Basic

**Rating:** 1-Basic

### **Competency 2: Effective Communication**

**Description:** Convey clear, timely persuasive messages, orally or in writing, that positively influence the thoughts and actions of others. Maintain confidentiality as required; share information appropriately, tailored to the audience. Keep stakeholders and interested parties informed.

- Target Rating: 1-Basic

**Rating:** 1-Basic

### **Competency 3: Planning and coordination**

**Description:** Logically integrate various ideas, intentions and information to form effective goals, objectives, time lines, action plans and solutions. Effectively coordinate activities, services and schedules to ensure smooth and efficient operation of work.

- Target Rating: 2-Proficient

**Rating:** 1-Basic

### **Competencies Summary**

**Comments:** Although Mr. Dog is below target level in one Competency area, he is working hard to improve as we have discussed in our weekly meetings.

## Section 4 - 2009 Goals

### Exceed state average job placement numbers

**Description:** Exceed the state average of 75% job placement of college graduate by placing at least 85% of all FSU graduates you assist in high paying jobs.

**Measurement:** Exceed the state average of 75% job placement of college graduate by placing at least 85% of all FSU graduates you assist in high paying jobs.

- Due Date: 08/31/2009
- Status: Complete
- Percent Complete: 100

**Rating:** 2-Above Satisfactory

### Schedule 3 Conference Presentations

**Description:** Present at least 3 presentations at College Career Placement conferences.

**Measurement:** Present at least 3 presentations at College Career Placement conferences.

- Due Date: 08/31/2009
- Status: In Progress
- Percent Complete: 67

**Rating:** 1-Satisfactory

### 2009 Goals Summary

**Comments:** Due to university budget restrictions and through no fault of his own, Mr. Dog was unable to attend 3 conferences this year and therefore one of his goals could not be completed. The two conferences that he did attend, he presented excellent sessions.

## Section 5 - Overall Summary

**Rating:** 2-Satisfactory

**Comments:** Overall I could not ask for a better employee in this position. Mr. Dog is new at his job and I will continue to mentor him so he can become above satisfactory in his job performance.

## Section 6 - Employee Goals

### Goal 1: Recruit New Talent for Finance and Administration

**Description:** Assist in the recruitment and retention of new staff for the Division of Finance and Administration from the ranks of FSU students and current FSU employees who are completing advanced degrees.

**Measurement:** 35 new FSU employees will come from the ranks of the FSU spring and summer graduates.

- Due Date: 08/31/2010

### Goal 2: Learn SQL and other Programming Languages

**Description:** As this department moves into the advanced technologies of the future we will need more employees that can use SQL and other programming languages.

**Measurement:** He should be able to produce some of the reports that he needs from OMNI with minimal assistance from other HR employees.

- Due Date: 08/31/2010

## Section 7 - Employee Comments

### Employee Comments Summary

**Comments:** I enjoy working here and I appreciate the mentoring and support that I get from my manager.

## Section 8 - Signatures

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Yogi Dog / Date

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Jaime Kelsky / Date