

Self-Evaluation for MPP's

The purpose of this form is to assist your supervisor with the development of your annual performance evaluation. At the request of your supervisor, please complete each part of the Self-Evaluation Form that applies to your position and save the form as a PDF document.

General Information

Name _____ Direct Manager _____ Date _____

Position _____ Division _____ Department _____

Content

COMPETENCY SECTION | 3 POINT RATING SCALE (MPP EVALUATION)

SECTION WEIGHT 50 %

PART I: COMPETENCIES AND CORE VALUES

Competency - Leadership

ITEM WEIGHT 20 %

- a. Acts as a champion of change.
- b. Addresses difficult situations tactfully and expresses sound emotional competence
- c. Motivates team to support department and campus-wide goals
- d. Builds competence in others through effective coaching, mentoring, training and development
- e. Maintains and/or contributes to an environment of trust and respect
- f. Creates an environment where staff feel engaged and committed
- g. Demonstrates and encourages continuous improvement and professional development

SCORE	NAME	COMMENT
3	Exceeds Expectations	
2	Meets Expectations	
1	Does Not Meet Expectations	

Competency - Diversity & Inclusion

ITEM WEIGHT 20 %

- a. Works effectively with people from all backgrounds
- b. Shows respect for and understanding of diverse points of view
- c. Committed to the equal value and dignity of all people
- d. Builds a culture that fosters engagement and diverse perspectives
- e. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce
- f. Skillfully responds to situations, communications, and conduct that are inconsistent with these competencies and values

SCORE	NAME	COMMENT
3	Exceeds Expectations	
2	Meets Expectations	
1	Does Not Meet Expectations	

Competency – Management of Human and Fiscal Resources

ITEM WEIGHT 20 %

- a. Makes well-informed, effective and timely decisions, clarifies expectations; provides team with autonomy in important areas of work and involves them when making decisions that affect them.
- b. Collaborates with individual team members to establish a development path
- c. Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
- d. Determines objectives, sets priorities, and delegates work and establishes purposeful goals and assistance to meet them
- e. Demonstrates job knowledge, skills and abilities
- f. Uses independent and sound judgement
- g. Uses logic, intuition and innovation to arrive at decisions and/or solutions to problems that achieve the desired outcome
- h. Strives for operational efficiency and is a responsible steward of University resources
- i. At a level appropriate to the position, demonstrates responsibility and efficient use of financial resources.
- j. Uses available resources such as personnel, time, materials, equipment, and facilities in an effective

SCORE	NAME	COMMENT
3	Exceeds Expectations	
2	Meets Expectations	
1	Does Not Meet Expectations	

Competency – Communication (Oral and Written)

ITEM WEIGHT 20 %

- a. Ability to provide effective clear and concise communication both orally and in writing
- b. Able to provide clear directives with staff, supervisors and campus community.
- c. Provides effective feedback to direct reports and peers
- d. Actively listens to others and accepts constructive feedback
- e. Uses feedback given to synthesize ideas and build consensus
- f. Encourages sharing information
- g. Seeks out and establishes interpersonal and effective relationships with peers, faculty, students, staff, alumni, and campus community.
- h. Builds on mutual dependence and understanding
- i. Able to communicate clearly and powerfully in written forms

SCORE	NAME	COMMENT
3	Exceeds Expectations	
2	Meets Expectations	
1	Does Not Meet Expectations	

Competency - Collegiality

ITEM WEIGHT 20 %

- a. Demonstrates respect, diplomacy, tact, and professionalism
- b. Approachable and creates a positive and safe environment
- c. Listens with the intent to understand
- d. Team oriented and collaborative
- e. Demonstrates accountability and responsibility
- f. Builds strong working relationships
- g. Works to address and improve campus climate

SCORE	NAME	COMMENT
3	Exceeds Expectations	
2	Meets Expectations	
1	Does Not Meet Expectations	

NARRATIVE SECTION | TEXT ONLY

PART II: OPERATIONAL EFFECTIVENESS

Review the position description and discuss how their department and role fits into the organization mission, vision, values and leadership philosophy; discuss performance expectations and identify areas of improvement.

OPERATIONAL EFFECTIVENESS

Review the position description and discuss how their department and role fits into the organization mission, vision, values and leadership philosophy; discuss performance expectations and identify areas of improvement.

COMMENT

PART III: STRATEGIC GOALS AND OBJECTIVES ACCOUNTABILITY

Employees should identify objectives for their assigned areas of responsibility in consultation with their appropriate administrator. Please identify 1-2 objectives for each section (If Applicable). It is understood that some strategic goals may not explicitly apply to an administrator's assigned areas of responsibility during each evaluation cycle. Please type "N/A" for each area that does not apply per the employee job function. Any contingencies which may have affected your ability to accomplish or measure your goals, or if your assignment changed significantly from the time your goals were agreed upon, be sure to document this in your statement. Any changes in your goals or outcomes measures, however, should have been negotiated with your supervisor prior to reporting period. Add any additional issues you would like to your supervisor to consider should also be noted.

Student Success

Provide learning experiences that promote student success, achievement, and academic excellence and prepare students to contribute to a dynamic society. Please write Not Applicable if goal/objective is not measured in job function. ****Note: Where applicable, academic administrators should obtain and include data for [Graduation & Retention Rates](#) and [Bottleneck Courses \(DWF Rates\)](#) via the embedded Dashboard links.****

COMMENT

Faculty and Staff Success

Foster innovation, scholarship, and discovery for faculty and staff success. Please write Not Applicable if goal/objective is not measured in job function. ****Note: Where applicable, academic administrators should obtain and include data for [Faculty Diversity](#) and [FTES/FTF/SFR](#) via the embedded Dashboard links.****

COMMENT

Resource Sustainability and Expansion

Resource Sustainability and Expansion: Steward resources for sustainability, and acquire new sources of funding. Please write Not Applicable if goal/objective is not measured in job function.

COMMENT

Community Engagement and Partnerships

Serve and engage communities (local, regional, state, national, and global) to enhance social, economic and cultural well-being. Please write Not Applicable if goal/objective is not measured in job function.

COMMENT

Identity

Build an identity that celebrates the uniqueness of our university, promotes our accomplishments, and inspires involvement. Please write Not Applicable if goal/objective is not measured in job function.

COMMENT

COMPETENCY SECTION | 3 POINT RATING SCALE (MPP EVALUATION)

SECTION WEIGHT 50 %

PART IV : ASSESSMENT OF OVERALL PERFORMANCE

Overall Evaluation

ITEM WEIGHT 100 %

SCORE	NAME	COMMENT
3	Exceeds Expectations	
2	Meets Expectations	
1	Does Not Meet Expectations	

Rating Scales

3 Point Rating Scale (MPP Evaluation)

SCORE	NAME	DESCRIPTION
3	Exceeds Expectations	1) Considerably and consistently surpasses performance expectations and goals. 2) Achieves beyond regular assignments and expectations in all areas throughout the performance cycle. 3) Performance well above expectations in terms of completeness, timeliness, and independence. 4) Demonstrates mastery of the skills and tasks involved. 5) Makes significant contributions to the department and/or University, well beyond work assignments through unique and exceptional application of knowledge.
2	Meets Expectations	1) Meets job performance standards in a competent manner. 2) Reliable in attaining expected results, is timely and efficient. 3) Consistently achieving results that reflect favorably on CSUSB. 4) Making the expected level of contribution in meeting strategic goals of CSUSB.
1	Does Not Meet Expectations	1) Does not demonstrate knowledge or ability to perform the majority/all of the time. 2) Requires excessive follow-up, direction, and supervision. 3) Not meeting expected standards or goals set for the position. 4) Performance Improvement Plan may be necessary.