

# Management Personnel Plan (MPP) Employee Performance Evaluation

**Fiscal Year (FY):**  
**Review Period:**

## HEERA MANAGER/EVALUATING ADMINISTRATOR INFORMATION

Name	
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## MPP EMPLOYEE INFORMATION

Name	
Bronco Number	
Division	
Department	
Working Title	
Administrative Grade Level (AGL)	

## OVERVIEW

The evaluation of MPPs is an ongoing process. Formal evaluations occur at 6-months and 1-year of service, and subsequently on an annual basis. Evaluations are broken down into 4 parts that address the following:

## PART A – MPP EMPLOYEE SELF-EVALUATION

This part of the evaluation is a self-assessment prepared by the MPP employee and should address the following:

- 1. Goal Progress & Major Accomplishments:** Outline final goal outcomes and summarize major accomplishments achieved over the past evaluation period.
- 2. Next Fiscal Year Goals & Objectives:** Identify goals and objectives consistent with the mission of the University, your Division’s Strategic Plan, and the critical elements of your current position, for the upcoming fiscal year/evaluation period. They should also include implementation strategy. Describe the tasks/targets that will take place in order to achieve these goals. They should be clear and measurable with concise language and relevant information. Use the [S.M.A.R.T. Goals Worksheet](#) (opens in new window) to help you create goals and their tasks/targets.
- 3. Next Fiscal Year Individual Development Plan (Optional):** Use this section as an opportunity to create an Individual Development Plan for the coming fiscal year/evaluation period by identifying professional development activities based on personal career aspirations. If you are considering on maintaining/enhancing a competency that is aligned with CPP competencies, you may use the [CPP Core and Leadership document](#) (opens in new window) as a toolkit as you make your decision(s).

## PART B – HEERA MANAGER/EVALUATING ADMINISTRATOR EVALUATION

This part of the evaluation is an annual assessment prepared by the MPP employee’s HEERA Manager and should address the following:

- 1. Goal Progress & Major Accomplishments:** Review and rate the MPP employee’s goal progress and provide a written assessment of the progress on established work deliverables.

2. **Managerial Performance Criteria:** Complete a competency rating. Please keep in mind as you evaluate the MPP Employee that they may manifest the given competencies in a way that is different from how you might. With that in mind, we suggest focusing on observable outcomes based on their implementation of the competencies as a successful demonstration of said competencies.
3. **Overall Performance:** Provide a summary evaluation of the MPP Employee's overall performance and contributions during this evaluation cycle.
4. **Next Fiscal Year Goals & Objectives:** Identify any tools and resources necessary for the MPP employee to achieve their goals. In addition, review and provide any necessary feedback to ensure that their future goal(s) are clear and reachable with concise language and relevant information. Use the [S.M.A.R.T. Goals Worksheet](#) (opens in new window) to guide you. Goal(s) should also include implementation strategy.
5. **Next Fiscal Year Individual Development Plan (Optional):** Review the learning activities the MPP employee is requesting and how you, or the department, can support.

HEERA Manager should consider and reflect on employee input, if any, extenuating circumstances, and you should not reference personal employee information and demographic characteristics.

Please also keep in mind as you evaluate the MPP Employee, terms that are based on behavioral competencies (e.g., resourcefulness, optimized work processes, etc.). Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success (Korn Ferry 2019).

## RATING KEY – EVALUATING ADMINSTRATOR

Use the rating key below when rating the MPP Employee goal(s) and competencies. The ratings for each area in the MPP Performance Evaluation are designed to be on a sliding scale with the following guidelines:

Score	Rating	Description
5	Outstanding	Excellent performance in this area that far exceeds the position's requirements and expectations.
4	Exceeds Expectations	Performance in this area often exceeds expectations and requirements of the position.
3	Meets Expectations	Performance meets and sometimes may exceed the position's requirements and expectations.
2	Needs Improvement	Performance in this area often does not meet expectations and requirements of the position. Improvement is necessary.
1	Unacceptable	Performance in this area consistently does not meet expectations and requirements of the position. Immediate improvement is necessary.
N/A	Not Observable	Too new to rate, competency is not observable, or not applicable to job.

## GOAL PROGRESS & MAJOR ACCOMPLISHMENTS

### MPP Employee Section

List goal and update your final goal outcomes. Download the [Goal Progress & Major Accomplishments form](#) (opens in new window) to include additional goals as part of your performance evaluation.

**Goal Title:**

<b>Start Date</b>	<b>Due Date</b>	<b>Status</b>
<b>Progress (Percent Complete)</b>	<b>Goal Alignment</b>	<b>Category, if applicable</b>

**Goal Description – Include Tasks and/or Targets (if applicable)**

**Final Goal Outcomes**

### Evaluating Administrator Section

Review and rate MPP employee’s goal progress and provide a written assessment of the progress on established work deliverables. As the evaluating administrator, you should consider and reflect on employee input, if any, extenuating circumstances, and you should not reference personal employee information and demographic characteristics. As you evaluate the MPP Employee reference terms that are based on behavioral competencies (e.g., resourcefulness, optimized work processes, etc.). Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success (Korn Ferry 2019).

**Comments by HEERA Manager/Evaluating Administrator**

**Rating:**

## GOAL PROGRESS & MAJOR ACCOMPLISHMENTS

### MPP Employee Section

Summarize major accomplishments achieved over the past evaluation period.

### Evaluating Administrator Section

Comments by HEERA Manager/Evaluating Administrator

## NEXT FISCAL YEAR GOALS & OBJECTIVES

### MPP Employee Section

Identify goals and objectives consistent with the mission of the University, your Division's Strategic Plan, and the critical elements of your current position, for the upcoming fiscal year/evaluation period. They should also include implementation strategy. Download the [Next Fiscal Year Goals & Objectives form](#) (opens in new window) to include additional goals for the coming fiscal year/evaluation period.

Describe the tasks/targets that will take place in order to achieve these goals. They should be clear and measurable with concise language and relevant information. Use the [S.M.A.R.T. Goals Worksheet](#) (opens in new window) to help you create goals and their tasks/targets.

If applicable, any goals identified by your HEERA Manager after submitting Part A, your self-evaluation, should be created by you prior to your HEERA Manager submitting Part C, the Review Discussion & HEERA Manager Sign-off.

**Goal Title:**

**Start Date**

**Due Date**

**Goal Alignment**

**Category, if applicable**

**Goal Description – Include Task/Targets (if applicable)**

### Evaluating Administrator Section

Identify any tools and resources necessary for the MPP employee to achieve their goal(s). In addition, review and provide any necessary feedback to ensure that the MPP Employee's future goal(s) are clear and reachable with concise language and relevant information. Goal(s) should also include implementation strategy.

**Comments by HEERA Manager/Evaluating Administrator**

## NEXT FISCAL YEAR INDIVIDUAL DEVELOPMENT PLAN (OPTIONAL)

### MPP Employee Section

Please note, this section of the MPP performance evaluation is optional. Use this section as an opportunity to create an Individual Development Plan for the coming fiscal year/evaluation period. Download the [Next Fiscal Year Individual Development Plan form](#) (opens in new window) to include additional plans.

Identify professional development activities based on personal career aspirations.

If you are considering on maintaining/enhancing a competency that is aligned with CPP competencies, you may use the [CPP Core and Leadership document](#) (opens in new window) as a toolkit as you make your decision(s). Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success (Korn Ferry 2019).

#### Plan Title:

**Start Date**

**Due Date**

#### Plan Description

#### Plan Objectives

Development plans are created by adding development objectives to outline what you are trying to achieve in your development plan. Objectives are the target areas of the plan. For example, if you are creating a development plan to improve your communication skills, you may create an objective to improve your writing skills.

#### Plan Activities

The objective should contain all of the training and actions you need to complete in order to achieve the objective, such as completing writing classes or shadowing a writer at your organization.

### Evaluating Administrator Section

Review the learning activities the MPP Employee is requesting and how you and/or the department may be able to support.

**Comments by HEERA Manager/Evaluating Administrator**

## MANAGERIAL PERFORMANCE CRITERIA – EVALUATING ADMINSTRATOR

Please select the number from the RATING KEY under the appropriate Managerial Performance Criterion which corresponds to your evaluation of the MPP employee.

- 1. Accountability:** Plans and prioritizes work to meet deadlines and outcomes; provides clear direction and delegates as needed; clearly communicates roles, expectations, and timelines; monitors work to ensure goals and deadlines are consistently met; executes work to quality standards.

**Rating:**

**Comments by HEERA Manager/Evaluating Administrator**

- 2. Communication:** Communicates effectively with all audiences, both verbally and in writing; actively listens to others and incorporates new knowledge or perspectives into thinking; ensures that others have access to the information needed to work effectively; encourages open exchange of ideas and different points of view; communicates the truth with empathy, even when it is challenging or uncomfortable; solicits and values honest input.

**Rating:**

**Comments by HEERA Manager/Evaluating Administrator**

- 3. Integrity:** Acts professionally and calmly when interacting with others; treats all with dignity, respect, and fairness; honors commitments to others and models and maintains high ethical standards; is responsive to other staff; earns trust through consistent alignment of words and actions.

**Rating:**

**Comments by HEERA Manager/Evaluating Administrator**

4. **Mission-Oriented:** Develops priorities for areas of responsibility and formulates and implements effective strategies that are aligned with the organization's mission, values, and priorities; demonstrates a personal commitment to student success and the organization as a whole.

**Rating:**

**Comments by HEERA Manager/Evaluating Administrator**

5. **Strategic Thinking and Alignment:** Understands market, industry, and environmental trends; addresses issues to create or sustain competitive advantage; uncovers new opportunities to create value and leverage the organization's strengths; anticipates change and develops long-term plans. Associated Attribute: Credible, Learner

**Rating:**

**Comments by HEERA Manager/Evaluating Administrator**

6. **Team Building:** Creates a work environment where people feel cared for and valued; fosters collaboration and team effectiveness; works cooperatively and effectively with others to achieve common goals; participates in building a group identity characterized by pride, trust, and commitment. Associated Attribute: Collaborator, Compassionate

**Rating:**

**Comments by HEERA Manager/Evaluating Administrator**



## OVERALL PERFORMANCE – EVALUATING ADMINISTRATOR

Provide a summary evaluation of the MPP Employee's overall performance and contributions during this evaluation cycle.

Also, please keep in mind as you evaluate the MPP Employee to use terms that are based on behavioral competencies (e.g., resourcefulness, optimized work processes, etc.). Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success (Korn Ferry 2019).

**Comments by HEERA Manager/Evaluating Administrator**

## PART C – OVERALL RATING/RATING SUMMARY – EVALUATING ADMINISTRATOR

A ratings summary will display the final overall rating score as determined by the HEERA Manager/Evaluating Administrator. For rating purposes, Goal Progress & Major Accomplishments and the Managerial Performance Criteria are weighted equally.

Rating Section	Rating Score	Rating Criteria
<b>Goal Progress &amp; Major Accomplishments (50%)</b> <i>Sum of Goal Ratings divided by total number of goals</i>	/5.0	
<b>Managerial Performance Criteria (50%)</b> <i>Sum of Competency Ratings divided by total number of competencies rated</i> - Number excludes any competency rated with "N/A"	/5.0	
<b>Overall Rating</b> <i>Sum of both ratings divided by two</i>	/5.0	

## PART D – HEERA MANAGER & MPP EMPLOYEE SIGNATURE

Instructions: The signature acknowledges review of the performance evaluation by the employee and designated leadership within the line organization.

The employee is to receive a copy of this evaluation after all appropriate signatures have been obtained.

### HEERA MANAGER/EVALUATING ADMINISTRATOR SIGNATURE

My signature confirms the content is finalized in reflection of the MPP Employee input, MPP Employee discussion, and evaluation of the MPP Employee's work performance during the specified rating period.

\_\_\_\_\_

Full Name (Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

### MPP EMPLOYEE SIGNATURE

My signature acknowledges receipt of the Performance Evaluation and does not necessarily represent agreement with the contents.

\_\_\_\_\_

Full Name (Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

If a MPP employee is requesting reconsideration of their performance evaluation contents that are perceived to be adverse to the employee, please visit the policy at [Procedure Governing Requests for Reconsideration from Management Personnel Plan \(MPP\) Employees](#) (opens in new window) to learn more.