

**State University of New York at Fredonia  
Management/Confidential (M/C) Employees  
Performance Evaluation**



Employee Name \_\_\_\_\_  
Department \_\_\_\_\_  
Performance Evaluation Period \_\_\_\_\_ to \_\_\_\_\_  
Title \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_

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It is the policy of the State University to evaluate annually the performance of all Management/Confidential employees.

**Part I Evaluation:**

Based on a scale of 1 (low) to 5 (high), rate the above-named Management/ Confidential employee's professional competence in each of the following areas.

Descriptions are suggestions and may not fully encompass the evaluative criteria for each item. Scores will be expanded upon in the comments by supervisor.

Employee may complete/attach a self-evaluation as well and provide responsive comments.

1. \_\_\_\_\_ Subject matter expertise.

Exhibits appropriate knowledge and expertise in handling assigned responsibilities at MC-level. Demonstrates successful completion of initiatives in assigned area. Advice provided to President, Cabinet and constituents is sound and dependable. Instills confidence and receives an appropriate level of managerial oversight.

Comments:

2. \_\_\_\_\_ Effective management and supervision.

Carries out requisite responsibilities as a supervisor effectively. Holds staff accountable and provides clear expectations. Works to foster positive and productive team dynamics and reduce toxic behaviors. Demonstrates understanding of the responsibilities, strengths, weaknesses of their staff. Responsive and accessible to staff, including routine 1:1's with direct reports. Effectively communicates strategic and operational information to one's team and division. Evaluates staff workloads regularly to identify necessary modifications and/or cost adjustments (e.g. overtime, ESP). Timely completes performance programs and evaluations. Motivates, challenges and develops their team. Delegates effectively. Fosters an inclusive environment.

Comments:

3. \_\_\_\_\_ Fiscal responsibility.

Demonstrates a commitment to managing department and/or divisional budget capably and with regard to the current fiscal environment. Remains within established budget and follows appropriate procedures for modifications. Ensures managers in the division share appropriately in this responsibility and follow established budget, purchasing and contractual processes. Makes decisions within department/division with this in mind, such as staffing/hiring, contracts, etc.

Comments:

4. \_\_\_\_\_ Communication.

Communication in its various forms is transparent, clear, and professional. Able to respond to constituents as required. Presentations to larger groups of constituents are clear and appropriately concise and tailored for the audience.

Comments:

5. \_\_\_\_\_ Exhibits sound professional judgment.

Escalates concerns to supervisor, Cabinet and/or President as appropriate. Responds to concerns timely and appropriately. Trusted to make decisions for responsible area.

Comments:

6. \_\_\_\_\_ Collaboration.

Operates with appropriate transparency and collaborative spirit within division and across divisions. Proactively works with advisory offices and relevant stakeholders and considers/incorporates input as appropriate. Communicate and work across divisions with recognition and respect for the work our colleagues do and being mindful of the larger university community. Is flexible and adaptable to changing situations. Supportive in championing initiatives in other divisions.

Comments:

7. \_\_\_\_\_ Professionalism.

Sets an example of professionalism and respect. Sets and enforces high professional standards in both work product and professional conduct within one's division. Demonstrates ability to capably handle concerns and take constructive feedback.

Comments:

8. \_\_\_\_\_ Supports the University's mission, vision, strategic plan.

Follows and ensures staff are aware of and held accountable for following the applicable NYS, SUNY, and campus policies. Supports DEI and Affirmative Action requirements and expectations. Operates responsible area(s) in compliance with applicable labor relations rules and processes as outlined in the collective bargaining agreement(s), local handbook(s) (e.g. HARP) and with appropriate internal guidance.

Comments:

9. Other:

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**Part II. Narrative:**

Give a clear and concise evaluation of the Managerial/Confidential staff member's performance during the specified time period, and elaborate as appropriate regarding the ratings above. Of primary importance is the degree to which the employee accomplished the Professional Objectives outlined in the Performance Program. Other criteria might include furtherance of the College's strategic goals; effectiveness in the role, efficacy as a supervisor, as well as the criteria listed in the Performance Program. Stress any particular strengths and note any areas needing improvement.

**M/C Staff Member:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Supervisor:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**PLEASE FORWARD TO HUMAN RESOURCES FOLLOWING SIGN-OFF**

cc: Official Personnel File

Employee

Supervisor