

MPP Employee Performance Evaluation

Fiscal Year (FY):
Review Period:

EMPLOYEE INFORMATION

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

OVERVIEW

The evaluation of MPPs is an ongoing process. Formal evaluations occur at the first 6-months and 1-year of service, and subsequently on an annual basis. Evaluations are broken down into different 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:** Provide final goal progress achieved over the past evaluation period.
2. **Competencies & Major Accomplishments:** Complete the competency narrative and provide observable examples from the relevant evaluation period that demonstrate the applicable competency. Also, at the bottom of the section, summarize any major accomplishments achieved over the past evaluation period.

PART B – HEERA MANAGER/EVALUATING ADMINISTRATOR EVALUATION

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

1. **Goal Progress & Rating:** Review and rate the MPP employee’s goal progress.
2. **Competencies & Major Accomplishments:** 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.

HEERA Manager should consider and reflect on employee input, circumstances beyond the employee’s control, and you should not reference personal employee information and demographic characteristics.

As you evaluate the MPP Employee, 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).

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 rating 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 & RATING

MPP EMPLOYEE SECTION

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

Goal Title:

Start Date

Due Date

Status

Progress (Percent Complete)

Goal Alignment

Category, if applicable

Goal Description – Describe the goal and steps taken to achieve this goal (steps should be measurable, if applicable).

EVALUATING ADMINSTRATOR SECTION

Review and rate the MPP employee's goal progress.

Rating:

COMPETENCIES & MAJOR ACCOMPLISHMENTS

MPP EMPLOYEE: Complete the competency narrative and provide observable examples from the relevant evaluation period that demonstrate the applicable competency. Also, at the bottom of this section, summarize major accomplishments achieved over the past evaluation period.

HEERA MANAGER/EVALUATING ADMINISTRATOR: 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.

Comments by MPP EMPLOYEE:

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.

Comments by MPP EMPLOYEE:

Rating:

COMPETENCIES & MAJOR ACCOMPLISHMENTS (Continued)

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.

Comments by MPP EMPLOYEE:

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.

Comments by MPP EMPLOYEE:

Rating:

COMPETENCIES & MAJOR ACCOMPLISHMENTS (Continued)

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

Comments by MPP EMPLOYEE:

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

Comments by MPP EMPLOYEE:

Rating:

COMPETENCIES & MAJOR ACCOMPLISHMENTS (Continued)

Comments by HEERA Manager/Evaluating Administrator:

MPP EMPLOYEE: Summarize major accomplishments achieved over the past evaluation period.

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

The ratings summary displays the final overall rating score as determined by the HEERA Manager/Evaluating Administrator. For rating purposes, Goal Ratings and the Competency Ratings are weighted equally.

Rating Section	Rating Score	Rating Criteria
Goal Progress & Rating (50%) <i>Sum of Goal Ratings divided by total number of goals.</i>	/5.0	
Managerial Performance Criteria (50%) <i>Sum of Competency Ratings divided by total number of competencies rated.</i> - Number should exclude any competency rated with "N/A"	/5.0	
Overall Rating <i>Sum of the above 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.