






# MPP Employee Performance Evaluation TEMPLATE

Options ▾

-  Overview
-  Goal Progress & Rating
-  Competencies & Major Accomplishments
-  Summary
-  Overall Performance
-  HEERA Manager & MPP Employee Signatures



**Employee Bronco**  
7/1/2022 - 6/30/2023



## 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

1. Goal Progress and Rating: Select and update final goal progress achieved over the past evaluation period.
2. Competencies and Major Accomplishments: Complete the competency narrative and provide observable examples that demonstrate the applicable competency. At the bottom of this section, summarize major accomplishments achieved over the past evaluation period.

### PART B – HEERA MANAGER EVALUATION

1. Goal Progress and Rating: Review and rate the MPP Employee's goal progress.
2. Competencies and Major Accomplishments: Complete a competency rating. Keep in mind that the MPP Employee may manifest the given competencies in a way that is different from yours. 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's overall performance and contributions.
4. Overall Rating Summary: A preview of the ratings summary will display the overall rating score as determined by the HEERA Manager. For rating purposes, Goal and Competency Ratings are weighted equally.

### PART C – REVIEW DISCUSSION AND HEERA MANAGER SIGNATURE

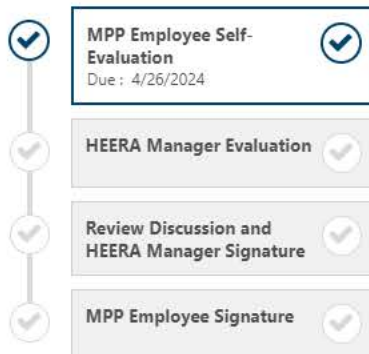
- Review Discussion: This is an opportunity for the HEERA Manager to schedule a meeting and discuss the evaluation with the MPP Employee. HEERA Manager should consider the MPP Employee's input for any appropriate modifications to the above sections.
- Ratings Summary/Overall Rating: The ratings summary will display the final overall rating score as determined by the HEERA Manager. For rating purposes, Goal Ratings and Competency Ratings are weighted equally.
- HEERA Manager Signature: Confirms content is finalized in reflection of the MPP Employee's input, discussion, and evaluation of the MPP Employee's work performance.

### PART D – MPP EMPLOYEE SIGNATURE

- Review Read-Only Version: Upon discussion with the HEERA Manager, the MPP Employee should request to reopen Part C if any modifications need to be made.
- Overall Rating Summary: A ratings summary will display the final overall rating score as determined by the HEERA Manager.
- Employee Signature: Acknowledges receipt of the performance evaluation and does not necessarily represent agreement with the contents.

The MPP Employee, HEERA Manager, VP, President, and ELR will be able to access a copy of this evaluation within the Cornerstone platform after all appropriate signatures have been obtained. For guidance and support with the performance evaluation process, please contact ELR (opens in new window).







## Review Step Progression



Get Started 

# MPP Employee Performance Evaluation TEMPLATE

Options ▾

-  Overview
-  Goal Progress & Rating
-  Competencies & Major Accomplishments
-  Summary
-  Overall Performance
-  HEERA Manager & MPP Employee



**Employee Bronco**  
7/1/2022 - 6/30/2023



## Goal Progress & Rating

Select Goal

**Employee Bronco**/MPP Employee: Add goals from the relevant evaluation period by clicking on the "Select Goal" button. To update your goal progress, if applicable, click on the phantom drop-down box located to the right of your goal title and select the "Manage Goal" option.

**Manager Bronco**/Evaluating Administrator: Review and rate **Employee Bronco's** goal progress.

The ratings for each area in the MPP Performance Evaluation are designed to be on a sliding scale. Click on the question mark icon to the right of the rating drop-down to view the rating scale guidelines.

### GOAL COMMENTS & ATTACHMENTS

To view goal comments and attachments, if applicable, click on the phantom drop-down box located to the right of the goal title.

**REMINDERS: Part C**, the Review Discussion & HEERA Manager Signature, provides an opportunity for the HEERA Manager to schedule a meeting and discuss all sections of the performance evaluation with the MPP Employee. As the evaluating administrator, you should consider and reflect on employee input, if any. For rating purposes, Goal Progress & Major Accomplishments and the Managerial Performance Criteria are weighted equally.

**Goal MPP Employee (Reviewee) will be rated on** ▾

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ullamcorper nisl vitae orci luctus lobortis. Nulla laoreet vel ligula non blandit. Ut accumsan vestibulum lacus in faucibus. Quisque in nibh sit amet nisi auctor ultricies. Vestibulum quis auctor sapien. Vestibulum pharetra eros urna, sed mollis tortor maximus quis. Sed blandit condimentum facilisis.

**Progress :****100%**

**Status :** Completed

**Start Date :** 7/1/2022

**Due Date :** 6/30/2023

**Goal Alignment :** Strategic Initiative

**Category :** Initiative 5

Tasks	Start Date	Due Date	Progress
Lorem ipsum dolor sit amet, consectetur adipiscing elit.	7/1/2022	6/30/2023	100%

Targets	Target	Start Date	Due Date	Actual
Vestibulum ullamcorper nisl vitae orci luctus loborti.	12 Days	7/1/2022	6/30/2023	100 Days

Show Less

**Goal MPP Employee (Reviewee) will be rated on.** ▾

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ullamcorper nisl vitae orci luctus lobortis. Nulla laoreet vel ligula non blandit. Ut accumsan vestibulum lacus in faucibus. Quisque in nibh sit amet nisi auctor ultricies. Vestibulum quis auctor sapien. Vestibulum pharetra eros urna, sed mollis tortor maximus quis. Sed blandit condimentum facilisis.

Goal : Comments

Goal : Attachments

Manage Goal

**Progress :****93%**

**Status :** On Track

**Start Date :** 7/1/2022

**Due Date :** 6/30/2023

**Goal Alignment :** Departmental

**Category :**

Show Less

Back Save and Exit Save and Con 

- Overview
- Goal Progress & Rating
- Competencies & Major Accomplishments
- Summary
- Overall Performance
- HEERA Manager & MP...

# MPP Employee Performance Evaluation TEMPLATE

Options

**Employee Bronco**  
7/1/2022 - 6/30/2023



## Competencies & Major Accomplishments

Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success (Korn Ferry 2019).

**Employee Bronco**/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.

**Manager Bronco**/Evaluating Administrator: Complete a competency rating. Please keep in mind as you evaluate the MPP Employee, **Employee Bronco**, 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.

Select the number from the RATING KEY under the appropriate Managerial Performance Criterion which corresponds to your evaluation of **Employee Bronco**.

The ratings for each area in the MPP Performance Evaluation are designed to be on a sliding scale. Click on the question mark icon to the right of the rating drop-down to view the rating scale guidelines.

**REMINDERS: Part C**, the Review Discussion & HEERA Manager Signature, provides an opportunity for the HEERA Manager to schedule a meeting and discuss all sections of the performance evaluation with the MPP Employee. As the evaluating administrator, you should consider and reflect on employee input, if any. For rating purposes, Goal Progress & Major Accomplishments and the Managerial Performance Criteria are weighted equally.

### 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 :

**B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub>** | **Font** | **Size** | **A-** **A+**

*This is where the MPP Employee complete the competency narrative and provides observable examples from the relevant evaluation period that demonstrate the applicable competency.*

### Communication

Demonstrates professional, collegial, and collaborative interactions with all levels of staff and management, listens actively to others, explains ideas clearly, participates effectively in group discussions, accepts criticism constructively, answers inquiries in a timely and professional manner, and produces clear and concise written communications in a timely manner. Where applicable, consider writing or presentation skills.

#### Comments :

**B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub>** | **Font** | **Size** | **A-** **A+**

*This is where the MPP Employee complete the competency narrative and provides observable examples from the relevant evaluation period that demonstrate the applicable competency.*

### 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 :

**B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub>** | **Font** | **Size** | **A-** **A+**

*This is where the MPP Employee complete the competency narrative and provides observable examples from the relevant evaluation period that demonstrate the applicable competency.*

### 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 :

**B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub>** | **Font** | **Size** | **A-** **A+**

*This is where the MPP Employee complete the competency narrative and provides observable examples from the relevant evaluation period that demonstrate the applicable competency.*

### 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 :

**B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub>** | **Font** | **Size** | **A-** **A+**

*This is where the MPP Employee complete the competency narrative and provides observable examples from the relevant evaluation period that demonstrate the applicable competency.*

### 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 :

**B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub>** | **Font** | **Size** | **A-** **A+**

*This is where the MPP Employee complete the competency narrative and provides observable examples from the relevant evaluation period that demonstrate the applicable competency.*

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

#### Comments:

**Source** | **B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub>** | **Font** | **Size** | **A-** **A+**

*This is where the MPP Employee summarizes major accomplishments achieved over the past evaluation period.*

body p em Characters: 105

Back Save and Exit Save and Continue Su