



Executive Management Performance Evaluation President/CEO and Provost Direct Reports

Name: _____

Position Title: _____

Department: _____

Division: _____

Supervisor: _____

Evaluation Date: _____

Evaluation Period: _____

Employee: List your significant accomplishments for the review period. Describe the actions you took, how the accomplishment was significant to the University, Department, or Division, and how the accomplishment is connected to the Vision/Mission/Values of CDU.

Accomplishment	What Actions Did you Take	How Did It Benefit CDU/Department/Division	Connection to CDU'S Vision/Mission/Values

CDU's Mission, Vision, and Values are located here: <https://www.cdrewu.edu/about/mission-vision-values/>



Manager: Provide a summary of the employee’s performance for the review period (What did they do well on and areas for improvement):

	Yes	No	Sometimes
• Helps to identify, manage, monitor, and operationalize strategic priorities of the University	___	___	___
• Consistently exhibits a commitment to the success of the University.	___	___	___
• Optimizes utilization and/or reconfiguration of available resources to accommodate current and future programs and projects.	___	___	___
• Holds self and all team members accountable for decisions made and actions not taken.	___	___	___
• Effectively identifies problems, assesses relevant facts, weighs alternatives, makes appropriate decisions, and accepts responsibility for decisions made.	___	___	___
• The employee is truthful, equitable, and honest in performing all aspects of the position.	___	___	___
• Employee manages internal processes and controls, so the department is compliant with state, federal, and University policies.	___	___	___
• Implements strategies to meet deadlines, sets, and monitors realistic goals, and anticipates and plans for change.	___	___	___
• Effectively plans for and establishes sound financial controls within the area of responsibility, evaluates expenditures, cost-effectiveness, and business need, and allocates financial and human resources to achieve goals.	___	___	___
• Listens attentively, uses tact and diplomacy in interpersonal interactions; is empathetic, and gives specific feedback.	___	___	___
• Exhibits a highly specialized knowledge and aptitude for providing advice and counsel in the area of their expertise.	___	___	___



Charles R. Drew University
of Medicine and Science

A Private University with a Public Mission

- Consistently exhibits a professional demeanor with students, faculty, and staff. ___
- Stays abreast of best practices and trends in higher education and areas directly managed. ___

Supervisory Actions:

- Selects, trains, motivates, evaluates, provides recognition, and/or disciplines subordinate staff as appropriate. ___
- Can reinforce with the team the desired actions through feedback, coaching, and counseling. ___
- Prepares and conducts 1:1, formal performance appraisal meetings and is consistent with subordinates in linking performance to CDU Mission/Vision/Values. ___
- Engages with recruitment/hiring efforts and fills open headcounts on time. ___
- All direct reports completed assigned compliance training for the review period. ___
- All direct reports including self, completed the annual Conflict of Interest Survey ___



Charles R. Drew University
of Medicine and Science

A Private University with a Public Mission

Concerning the employee's work, describe 1 to 3 areas in which you feel this employee excels:

Concerning the employee's work, describe 1 to 3 areas in which you feel this employee needs to improve:



Charles R. Drew University
of Medicine and Science

A Private University with a Public Mission

Manager: Provide at least two (2) SMART performance goals for the employee to meet over the next 6-12 months.

SMART Goal #1	SMART Goal #2

Learn more about creating SMART goals here: <https://cdrewu.bridgeapp.com/learner/courses/d7615fab/enroll>

Manager, did the employee complete the assigned SMART goals? **Completely** ____ **Partially** ____ **Not At All** ____

Comments:



Manager: Did the Employee complete compliance training:

	Yes	No	N/A
• Sexual Harassment Prevention Training	___	___	___
• Title IX: Preventing Sexual Misconduct	___	___	___
• Microaggressions in the Workplace	___	___	___
• Unconscious Bias	___	___	___
• Understanding FMLA	___	___	___
• Cyber Security	___	___	___
• FERPA	___	___	___
• CA & Federal Wage & Hour Laws	___	___	___
• HIPAA Essentials	___	___	___
• Mandated Reporter (Enrollment/Financial Aid/Pipeline, HR Only)	___	___	___
• Being Decisive	___	___	___
• Providing Effective Feedback	___	___	___
• EHS Training (Research, Facilities, Drew Cares)	___	___	___



Charles R. Drew University
of Medicine and Science

A Private University with a Public Mission

Has the employee met their annual performance goals to your satisfaction?

Completely _____

Partially _____

Not At All _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____