



Charles R. Drew University
of Medicine and Science
A Private University with a Public Mission

Manager Performance Evaluation Directors, Managers, Supervisors, and Leads

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: [Mission, Vision & Values | Charles R.Drew University of Medicine and Science \(cdrewu.edu\)](#)



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 |
|---|------------|-----------|------------------|
| • Is the employee dependable concerning work schedule and submission of work products? | _____ | _____ | _____ |
| • Able to perform the job with minimal instruction and monitoring? | _____ | _____ | _____ |
| • Does the employee stay abreast of best practices and trends as they relate to the University and higher ed? | _____ | _____ | _____ |
| • Is the employee able to work on multiple tasks with varying deadlines? | _____ | _____ | _____ |
| • Is the employee’s utilization of time on the job appropriate? | _____ | _____ | _____ |
| • The employee is truthful, equitable, and honest in performing all aspects of their position. | _____ | _____ | _____ |
| • Employee manages internal processes and controls and the department is compliant with state, federal, and University policies? | _____ | _____ | _____ |
| • Consistently exhibits a professional demeanor with students, faculty, and staff. | _____ | _____ | _____ |



Supervisory Actions:

| | Yes | No | Sometimes |
|---|------------|-----------|------------------|
| • Selects, trains, motivates, evaluates, and disciplines subordinate staff as appropriate. | _____ | _____ | _____ |
| • Able to reinforce with the team 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 excelled:

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



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 | _____ | _____ | _____ |
| • Cyber Security | _____ | _____ | _____ |
| • Understanding FMLA | _____ | _____ | _____ |
| • FERPA | _____ | _____ | _____ |
| • HIPAA Essentials | _____ | _____ | _____ |
| • CA & Federal Wage & Hour Laws | _____ | _____ | _____ |
| • Being Decisive | _____ | _____ | _____ |
| • Providing Effective Feedback | _____ | _____ | _____ |
| • Mandated Reporter (Enrollment/Financial Aid/Pipeline, HR Only) | _____ | _____ | _____ |
| • 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: _____