



# LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

## LEADERSHIP PERFORMANCE EVALUATION

LIT requires an evaluation to be completed of every full-time, regular employee at six (6) months and at least annually thereafter. A self-evaluation may also be used to accompany this process. Supervisors and employees should collaborate regarding goal setting. Upon employee and supervisor completion, evaluations must be routed to the next-level supervisor for review and signature. Once fully executed, evaluations must be submitted to HR for final review and filing.

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ Evaluator: \_\_\_\_\_

## PERFORMANCE OBJECTIVES

Provide a narrative regarding the performance achievement in each of the following leadership objectives.

### I. Job Knowledge and Competence

Approaches Job in a professional manner. Possesses and uses skills and information required for position; learns new skills when needed. Knows clearly the functions of his/her department and other related departments.

### II. Productivity, Initiative, and Creativity

Able to distinguish between necessary and unnecessary activities. Effectively plans work to avoid constant deadline crises. Works effectively and efficiently under general supervision where only broad work instructions are provided. Takes initiative when appropriate.

**III. Collaboration and Teamwork**

Promotes cooperation, collaboration and flexibility in working with others. Gets along well with other leaders/departments; strives to maintain a positive work atmosphere. Demonstrates the ability to adapt to change. Works cooperatively with supervisor(s) to accomplish tasks and is willing to accept advice and follow directions.

**IV. Planning and Organization**

How effective is the leader in setting effective goals, planning ahead and establishing priorities? Consider ability to make the most effective use of time, facilities, material, equipment, employee skills and other resources. Examine ability to prepare and administer budget effectively.

**V. Communication Skills**

To what extent does the leader demonstrate ability to communicate effectively in both oral and written expression with employees and his/her supervisor? Are issues confronted and resolved constructively? Consider ability to help employees with their work problems; ability to keep employees informed of decisions and plans for own office as well as policies and procedures of the College.

**VI. Leadership Ability**

Is the leader able to get employees and co-workers to do willingly and well the duties needed to be accomplished? Consider their ability to get the work done being sensitive to the morale and satisfaction on the part of those doing the work; the ability to function consistently and effectively in an objective and rational manner regardless of pressures.

**VII. Other (if needed)**

**OVERALL PERFORMANCE RATING\*:** \_\_\_\_\_

\*See below for definition.

**PERFORMANCE RATINGS**

- **Exceeds Expectations**  
At this level, the Leader displays exceptional overall performance, routinely went beyond what was expected, and surpassed all of their key performance expectations/goals in what they accomplished and how they achieved results.
- **Meets Expectations**  
At this level, the Leader is successful in meeting or making significant progress toward all of the performance expectations/goals that were important to their job in what they accomplished and how they achieved results.
- **Improvement Needed**  
At this level, the Leader was not consistent in meeting performance expectations/goals that are important to their job in what they accomplished and how they achieved results.

## GOALS

To complete this section, enter the leader's previously set goals, evaluate\*\* their performance relative to the goal, and include any pertinent notes or follow-up actions, if needed.

\*\*Evaluation ratings are: Achieved or Not Achieved.

### I. Previous Goals

Goal	Evaluation	Notes/Follow-Up

### II. Upcoming Goals

Goal #1	
<b>Describe the Goal:</b>	
<b>How will the goal be evaluated?</b>	
<b>Due date of Goal:</b>	

Goal #2	
<b>Describe the Goal:</b>	
<b>How will the goal be evaluated?</b>	
<b>Due date of Goal:</b>	

Goal #3	
<b>Describe the Goal:</b>	
<b>How will the goal be evaluated?</b>	
<b>Due date of Goal:</b>	

**COMMENTS AND SIGNATURES**

**Employee Comments**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Comments**

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by: (next-level supervisor)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**(Signature of other reviewers, as needed)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_