

ANNUAL REPORT

The Process:

- The staff member will complete a self-assessment (including writing the job description)
- Chair will review the self-assessment and complete a staff evaluation form
- Chair will meet with staff member...emphasis on past year's performance and goals for next year
- Staff member may choose to complete a written response
- Job descriptions will be reviewed and updated annually
- Staff member and Chair will sign the staff evaluation
- Evaluation becomes part of the staff members permanent file

Directions for Staff Member:

- Write your job description
- Write your personal statement
- Write your professional plan
- Respond to each question by checking the box that best describes your performance
- Support each evaluation with illustrative examples
(Elements of this performance assessment are not listed by any priority)

I. Personal Performance Factors

A. Communication, Teamwork & Loyalty

1. Demonstrates respect, appreciation, and support for university staff, coaches, and teams.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Promotes good interpersonal relations.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
3. Contributes to the strength and growth of the department by contributing ideas and effort for the common good (individual initiatives, committee work, etc.)
Exceeds Expectations Meets Expectations Below Expectations
Comments:
4. Effectively communicates by listening, speaking, and writing.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
5. Effectively follows through on professional obligations in department assignments, committee work,
Exceeds Expectations Meets Expectations Below Expectations
Comments:

B. Judgement & Decisiveness

1. Makes appropriate and timely decisions.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Recognizes the difference between "urgent" and "important".
Exceeds Expectations Meets Expectations Below Expectations
Comments:
3. Understands the consequences of decisions and actions as they relate to the mission of the University, the athletics department, the team, and the individuals involved.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
4. Demonstrates effective problem solving skills.
Exceeds Expectations Meets Expectations Below Expectations
Comments:

C. Leadership

1. Is accountable for actions and inspires a positive environment through appropriate leadership styles given the circumstances and individuals involved.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Delegates authority and give credit to those responsible for success.
Exceeds Expectations Meets Expectations Below Expectations
Comments:

D. Professional Relationships

1. Demonstrates respect and appreciation for support staff and other coaches.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Demonstrates appropriate mentoring and management of assistant coach(s).
Exceeds Expectations Meets Expectations Below Expectations
Comments:

3. Demonstrates cooperation and communication with colleagues.
Exceeds Expectations Meets Expectations Below Expectations
Comments:

II. Job Performance Factors

A. Planning, Organization & Administration

1. Organizes work efficiently and effectively
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Budgets time wisely and demonstrates a clear understanding of responsibilities
Exceeds Expectations Meets Expectations Below Expectations
Comments:
3. Avoids crisis management through effective scheduling of priorities
Exceeds Expectations Meets Expectations Below Expectations
Comments:

B. Fiscal Responsibility

1. Conducts program within established fiscal policies and procedures.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Submits budget, capital requests, and requisitions in a timely manner.
Exceeds Expectations Meets Expectations Below Expectations
Comments:

C. Technical Competence

1. Demonstrates the technical competence necessary to prepare athletes for competition
Exceeds Expectations Meets Expectations Below Expectations
Comments:

D. Professional Development

1. Is committed to improvement and stays current with trends, techniques, and strategies
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Sustains professional growth by requesting and pursuing appropriate training and renewal.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
3. Accepts feedback focused on professional growth and development.
Exceeds Expectations Meets Expectations Below Expectations
Comments:

III. Representing the University

A. Recruiting

1. Annually designs and implements a recruiting plan and follow-up strategy that aligns with the goals and objectives of the admissions office and the mission of the University.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Demonstrates effective identification, evaluation, and cultivation of an incoming class of student/athletes who are responsible citizens, talented athletes, and motivated students.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
3. Deals honestly with prospects and their parents by helping them to understand the missions

of the University and the athletic department.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

B. Compliance

1. Ensures that he or she and the assistants are knowledgeable of pertinent NCAA and conference recruiting rules and conduct themselves at all times within those regulations.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

C. Campus and Public Relations

1. Reaches out to the community and youth sports groups in a manner that enhances college/community relations.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

2. Interacts effectively with department and campus staff in a manner that fosters respect for the department and his or her team.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

IV. Player and Team Development

A. Player and Team Dynamics

1. The program is based upon the personal and social development of the players.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

2. The program is based upon maximizing the talents of the players.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

3. Players thoroughly understand expectations for sportsmanship and conduct

Exceeds Expectations Meets Expectations Below Expectations

Comments:

4. Actions support the concept that good guidance begins with a strong example of conduct.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

5. Takes a sincere interest in the personal and academic development of the student-athletes.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

6. Serves as a role model for athletes and staff members through conduct marked by gratitude, respect and passion.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

7. Is available for formal and informal interaction with individual students.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

B. Practice Organization

1. Exhibits effective teaching style (goals, progression, standard)

Exceeds Expectations Meets Expectations Below Expectations

Comments:

2. Demonstrates efficient use of time on task. Practice is organized.

Exceeds Expectations Meets Expectations Below Expectations

Comments:

3. Consistently has team well prepared for contests. Is able to effectively utilize

the outcome of competition to prepare the team for the next practice or game.
Exceeds Expectations Meets Expectations Below Expectations
Comments:

C. Team Competition

1. Maintains self-control and focus during competition and shows the ability to adjust to changing situations.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
2. Accepts responsibility for outcome of contest in victory and defeat.
Exceeds Expectations Meets Expectations Below Expectations
Comments:
3. Demonstrates respect to opponents, officials, and fans for the rules of the sport.
Exceeds Expectations Meets Expectations Below Expectations
Comments: