



THOMAS MORE
COLLEGE

Employee Evaluation 2015 - 2016

Name: Joe Christensen

Date: 7-28-16

Position: Assistant Dean (Academic Affairs)

Date of Hire: _____

5 – Exceeds – Performance is significantly above job expectations and requirements. Demonstrates willingness to assume additional responsibilities.

4 – Above – Performance is consistently above expectations. Results are above standard.

3 – Meets – Performance is at standard with some areas needing attention.

2 – Infrequently meets – Employee has failed to carry out duties on a consistent basis and with full competency.

1 – Unacceptable – Performance is clearly below acceptable levels and requires immediate improvement.

RATING	
QUALITY OF WORK: Demonstrates the knowledge/skills necessary to effectively act on job duties, priorities, and organizes work efficiently, resolves issues and solves problems promptly, has kept current with necessary skills/knowledge, is attentive to detail and accuracy, is committed to excellence, looks for improvements, takes initiative.	4
INTERPERSONAL SKILLS: Builds strong relationships, has good listening skills, develops self and learns from performance feedback, is open-minded, communicates accurately and honestly, works effectively with supervisor, is cooperative, embraces a positive attitude and rejects negativity, assumes responsibility for own actions.	4
CUSTOMER SERVICE: Friendly and approachable, maintains professional image, responds to internal and external customer needs, demonstrates a willingness to help others solve issues, anticipates the needs of others.	4
TEAMWORK: Promotes a supportive work environment and is a role model for others, works well with others, demonstrates respect, listens to others and values opinions, manages interpersonal conflicts constructively, embraces the diversity of co-workers.	4
FLEXABILITY/ADPATABILITY: Adapts to change, willingness to try new approaches, accepts and uses new technology and procedures, handles pressure, open to new ideas, accessible.	3
RELIABILITY/ACCOUNTABILITY: Uses time efficiently, meets deadlines, completes daily work responsibilities and special projects, is punctual and seldom absent, notifies supervisor of schedule changes, follows policies and procedures, effective use of resources, willingly accepts additional workload.	5
STANDARDS OF BEHAVIOR: Understands and respects the mission of the college, is committed to loyalty, integrity, and service to others, demonstrates behavior that exhibits acceptable standards of behavior both on and off campus, demonstrates commitment to serve the department and the college with enthusiasm, acts to contribute to a positive work environment.	5

Supervisor Comments/Concerns; Goals; Explanation and Plan of Action for Any Rating Less Than Satisfactory:

Able to straddle the fence- timewise-with half time in admin and half time as faculty member. Represents faculty viewpoints well to administration. Tremendous help with the SACS report, not only the QEP section. Willingly takes on tasks that many would avoid- (Rafter, student complaints). Conveys openness to new ideas and impression that he values the ideas of others. Works very efficiently. Respectful of all constituencies. Excellent initiative and follow through on the PERM resident application process for Jyoti Saraswat.

Strengths: Good listener, works hard to see all sides of a problem, maintains positive attitude, exceptional attention to detail, great follow through, takes initiative when appropriate (Trello as one example), ability to organize complex tasks and follow through to completion, effectively uses data for decision making, good sense of humor particularly in periods when the office (and VPAA) gets stressed. Self-aware: knows his own strengths and weaknesses. Excellent analytical skills, uses language with precision. Exceptional work ethic. Works well as part of a team.

Areas for improvement: Ability to embrace the things administrators must do, that may not be a primary interest to self, but are to the collective at large (awards ceremonies, celebrating successes, for example); ability to navigate back and forth from details to bigger vision and know when each is important/needed - tendency to spend more time in the details than with the larger view. Develop more balance between faculty perspectives and administrative perspectives, particularly when dealing with conflict/challenges. In interactions with faculty, focus on building a bright, possibly very different future rather than allowing them to focus on replicating or recapturing past.

Opportunities: If interested in staying in higher education administration may want to read more on challenges in higher education (NYT, chronicle, various texts or handbooks on being a Dean, etc.) and suggested approaches to those challenges, to broaden perspective. Use your skills more vocally in some group settings to build consensus or find points of agreement to build upon (CAC) so as to move the group in a positive direction.

Employee Comments/Concerns:

I do not disagree with any of the above statements about me. I think this is a fair assessment.

Generally, I think I have talents that suit me for administrative tasks. I think I have more patience for this kind of work than most faculty, such as a higher tolerance for meetings and bureaucracy. I like to organize details, which balances people who like to view the big picture. I think of myself as a peacemaker and problem solver.

On the other hand, I do not tend to be enthusiastic about change, which is a big part of the current landscape of higher education. I am stressed by upheaval and chaos, which has been a significant part of this job. I prefer working on my own and I may not come across as being as friendly as some people expect or look for.

Employee Signature

Date

Supervisor Signature and Title

Date

Employee signature verifies that they have seen and discussed this evaluation. It does not suggest agreement with the content. If the employee disagrees with this evaluation, they may use the Employee Comments/Concerns section above or attach a written response to this form.