

THOMAS MORE COLLEGE

Employee Performance Evaluation

For each competency, provide a rating of 1, 2, 3, 4 or 5. Include comments and specific examples. This form can be used for a self-evaluation, an annual evaluation or a peer evaluation.

☒ annual evaluation ☐ self-evaluation ☐ peer evaluation ☐ other: [Click here to enter text.](#)

Name of Employee: Dr. Joseph Christensen

Position: Assistant Dean of the College

Department: VPAA and Sr. Administration

Date of Hire: 6/15/2015

Review Period: **2014 - 2015**

Name of Reviewer: Dr. John M Wolper – Interim VPAA

- 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.

Quality of Work/Job Knowledge

Rating:

5

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

Demonstrates the knowledge and skills necessary to effectively act on job duties, prioritizes 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.

Comments:

Exceeds. Dr. Christensen was a perfect choice by the president to act as Assistant Dean of the College upon a transitional office for the Vice President of Academic Affairs and Dean of the College. Joe displayed a great sense of depth and understanding for the issues during the transitory phase, especially in representing the faculty and their positions. Additionally, I observed significant growth in Joe's ability to appreciate the issues facing both sides of administration and his ability to interpret. His growth was clearly substantial in seeking a more balanced solution to a conundrum of important issues, all while supporting the office of the VPAA. He went above and beyond the call of duty for time spend on the job, maintained a highly efficient work regiment, and communicated well (in most instances) important matters to the VPAA on both an advisory and informative capacity. Once Dr. Christensen and I sat down to delineate his job responsibilities, Joe jumped in with both feet. He took on responsibilities, kept in constant communication with the faculty, represented the VPAA's office with great zeal and dedication. He is a very analytical person, who applied many of those skill sets to help create documents and analysis for the office and helped to rectify many omissions that the VPAA's office was NOT

performing. He assisted me in my attempts to change the flow of processing of contracts and keeping of records. He, with permission and a more specific job specification, took over key academic responsibilities and did so with exacting precision. He always took initiative for actions as he mainly advised first, then acted. His calming demeanor and ability to assess the environment was a supremely appreciated skill set that provided a base for changes that were addressed in the one year window of assessment (2014-2015). Before the start of the new VPAA, much was accomplished in that office, and it was due, in part, by the monumental efforts and work ethic that Joe Christensen brought to this job. Dr. Christensen also has a great capacity for learning and leading. Within the scope of this job, Joe has consistently displayed his desire to exceed all expectations for the position as Assistant Dean of the College. He has an enlightened attitude and as a result has performed very well and still has room for growth. He welcomes thoughtful change and favors strong communications at all levels. This strong trademark will allow Dr. Christensen to accept senior administrative positions in the future. He has my highest respect of any person I know. He truly is a man for all seasons!

Interpersonal Skills

Rating:

5

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

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.

Comments:

Exceeds. In reading the above criteria, Joseph Christensen meets by far all of the statements and categorical headings listed. I will not repeat them, but it is safe to say that Joe has worked at fact finding, ascertaining correct information, does not rush to judgement, and often finds himself in a quandary when conflict is looming-----a trait that I see as genuine and affirming, especially when seeking equity and balance. He is very well liked, approachable and a true gentleman. Kudos Joe! I think all that has been said here represents what Joe often embraces in a single statement.....and that is the singular word of: GOOD!

Customer Service

Rating:

4.5

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

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.

Comments:

Above ++. Joe really embodies all of the above statements. However, in the administrative position he held, there were, at times, decisions that needed to be made or addressed. In his early months, Joe displayed deep concern but also a very slight hesitancy. That was anticipated as he is first and foremost dedicated to faculty. That said, he needs to continue to balance a multitude of issues and seek accommodation with both views considered (faculty and administration), before he acts. Joe grew into that frame of mind during the past 12 months. He, while conservative, possesses a greater appreciation for a more balanced approach given the rigors of the job he performed on behalf of the administration, faculty, and staff. Joseph demonstrates a great depth of understanding for the mission of TMC. His QEP mindset is a perfect asset to Joe's ability to approach issues and solve problems. He should consider taking on more public type of institutionwide activities as he is in some ways shy and modest. I am confident that Joe will transcend that choice when needed as he has already stepped up to the challenge many times during this period of evaluation.

Teamwork

Rating:

5

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

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.

Comments:

Exceeds. He is nearly perfect in his ability to listen, show respect, but also disagree in that his alternative viewpoints do bring a different perspective that may not have otherwise been considered. I sought Joe's counsel on many issues before I made a decision, as I quickly learned to value his assessment and opinions on matters pertaining to a variety of academic issues and situations. I completely trusted Joe for I valued his opinion, and I believe he too was careful in making certain statements that would appear to be contrary to what was attempting to be accomplished in the moment. While there exist no exacting science that I know of, I can confidently say that Joe was a consensus builder, a detailed analysis expert, and a man of compassion. Teamwork is how Joseph works.

Flexibility/Adaptability

Rating:

5

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

Adapts to change, willingness to try new approaches, accepts and uses new technology and procedures, handles pressure, open to new ideas, accessible.

Comments:

Exceeds. He above many, accomplished the most change in one full academic year. He dealt with pressure/challenges extremely well and acted in TMC's best interest at all times. He demonstrated actions beyond his station with a high degree of maturity and commitment.

Reliability/Accountability

Rating:

5

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

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.

Comments:

Exceeds. Joe generally met deadlines I set and most he set. He did take on a little too much, but his ability to prioritize was keen. He is a very, very, reliable individual and his reputation demonstrates that. Others believe him to be the same. I would trust Joe with any assignment or task after working with him for the 2014/2015 academic year, and beyond.

Passion for Mission

Rating:

5

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

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, demonstrates commitment to serve the department and the college with enthusiasm, acts to contribute to a positive work environment.

Comments:

Exceeds. Joe's quintessential dedication for the college mission has been no secret. He has a passion for learning, believes in the ideals as set forth in all of our statements, and works tirelessly to serve the college, the departments with great aplomb and works to improve all around him. Just great!!!! Again, I was indeed fortunate that Dr. Joseph Christensen was chosen by President Armstrong as he was the perfect man for the job at the right time.

Goal Achievement: Enter the goal, comments and the rating on a 1-5 scale.

5 - Exceeds 4 - Above 3 - Meets 2 - Infrequently Meets 1 - Unacceptable

5

Goal:

To act as Asst. Dean of College and serve the office of the VPAA

5

Goal:

To take on specific responsibilities and to help re-organize academic needs and procedures. To also attend key meetings as deemed appropriate by the VPAA as a representative of the academic administration when asked or appointed.

4.5

Goal:

To foster a greater and more prolific relationship between the VPAA's office and the faculty.(Growth challenges were achieved and continue as Joe becomes more experienced with the ebb and flow of the VPAA's and Dean offices).

Goals for Next Appraisal Period

List three specific goals that the employee will be expected to accomplish during the next appraisal period. Include time-frames if appropriate, e.g., *Will complete training course by end of first quarter.*

Goal

Timeframe

- | | | |
|----|--|-------------------------|
| 1. | To continue to advance the office of VPAA & Dean of the College, it's mission and it's purpose through more efficient and facilitative policies/procedures consistent with senior administrative directives. | Fall 2015 – Spring 2016 |
| 2. | To help develop and oversee a more robust Faculty Development initiative that are both relevant and timely. | Fall 2015 – Spring 2016 |
| 3. | To assist the VPAA and key personnel in facilitating new and expanding academic programs consistent with college policy and mission. | Fall 2015 - Spring 2016 |

Managerial Competencies (complete for supervisor level and above)

Rating:

5

Development of others to set and achieve goals and to achieve a higher level of performance, recognize and reward positive contributions, identifies the need for change and continuous improvement, effectively engages team through transition periods, holds others accountable and coaches for performance improvement when necessary, makes strategic and financial decisions in the best interest of the college, understands compliance obligations and follows policies and procedures consistently.

Comments:

Exceeds. I see that Dr. Christensen is destined for higher position(s) in the world of academia should he wish to pursue that course of development and action. The needs for such ethical and dedicated individuals continues, in my professional opinion, to plague our higher education system. Professionals like Joe Christensen are dedicated to the pursuit of truth while balancing fairness and equity. He is man of rare qualities and possesses all the talents of being a superior leader now and in the future years to come. I encourage Joe to look at his future and seek opportunity when the timing is right (should he decide so) for a higher office within the ranks of higher education. His abilities as a classroom teacher are well honed and developed. An essential element for a college level administrator to be at the top of his/her game, especially in higher education. Further growth in personal development with

Employee Comments

This section is provided to give the employee the opportunity to add any comments or feedback regarding the performance review.

Signatures

My signature does not indicate I agree with the content of this evaluation, but that I have read and discussed the performance evaluation with my supervisor.

Employee Signature

Date

Supervisor Signature

Title

Date

Received in Human Resources: _____