

SECONDARY SOURCE

MANAGEMENT/CONFIDENTIAL EMPLOYEE EVALUATION QUESTIONNAIRE

STATE UNIVERSITY OF NEW YORK COLLEGE AT CORTLAND

TO: \_\_\_\_\_
FROM: \_\_\_\_\_
DATE: \_\_\_\_\_

\_\_\_\_\_ is a Management/Confidential employee at SUNY at Cortland. He/she is performing the responsibilities of \_\_\_\_\_. You have been identified as one who had a functional relationship with this professional employee during the period of \_\_\_\_\_ to \_\_\_\_\_. To assist us in evaluating his/her performance, please respond to the competencies below and/or to provide a narrative summary of the quality of service that you have received.

Please mark the response that best describes your working relationship to this person.

- a. Little or infrequent direct interaction and/or use of services.
b. Some direct interaction and/or use of services.
c. Frequent or daily interaction and/or use of services.

The employee will be rated on a scale of 1 (unsatisfactory) to 5 (outstanding). A description for each rating is provided below. Please take careful consideration when assessing the employee's performance.

- 1- Unsatisfactory: employee does not meet minimum job requirements
2- Marginal: employee meets some job requirements, but improvement is necessary
3- Good: employee effectively meets all job requirements
4- Excellent: employee meets and often exceeds job requirements
5- Outstanding: employee consistently exceeds job requirements
N/A Not Applicable

The employee will be rated on a scale of 1 (unsatisfactory) to 5 (outstanding) and N/A if an area is not applicable. Please take careful consideration when assessing the employee's performance.

Understanding of College mission. (The individual exhibits understanding of the academic mission of the college and of the values expressed in that mission.)

1 2 3 4 5 N/A

Initiative and Flexibility (The degree of skill in adjusting to changing conditions and needs.)

1 2 3 4 5 N/A

Communication (The individual effectively conveys what he/she needs and expects from others to complete tasks.)

1 2 3 4 5 N/A

Leadership (May demonstrate necessary skills to be a leader; his/her opinions and contributions are highly respected; others seek his/her advice.)

1 2 3 4 5 N/A

Creativity (Ability to execute responsibilities and approach problems in new, innovative, and original ways.)

1 2 3 4 5 N/A

Job Knowledge (The extent to which the individual is current and accurate in knowledge and practices related to responsibilities of his/her position.)

1 2 3 4 5 N/A

**Quality of Work** (The extent to which the individual's work is accurate, thorough, consistent, clear, and of high merit.)

1      2      3      4      5       N/A

**Planning and Organization** (Ability to plan work, set priorities and goals, and meet deadlines.)

1      2      3      4      5       N/A

**Dependability** (Ability to trust the individual with duties expected of him/her; is a reliable source of information, responds to messages, inquiries, etc.)

1      2      3      4      5       N/A

**Staff development and supervision (if appropriate).** (Extent to which employee supervises, coaches and develops the skills, knowledge and abilities of his/her staff.)

1      2      3      4      5       N/A

**Contributions to college, community, and profession.** (Extent to which individual has contributed to the college, community, profession.)

1      2      3      4      5       N/A

**Overall evaluation.** (Assign an overall rating of this individual's performance.)

1      2      3      4      5       N/A

List noteworthy strengths:

List areas of performance needing improvement:

Your evaluative comments will be summarized. Are you willing to have your name and specific comments released to the employee if she/he requests them?

Yes       No

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PLEASE RETURN IN ENVELOPE MARKED **CONFIDENTIAL**  
WITHIN 10 WORKING DAYS.