

**McNEESE STATE UNIVERSITY  
ANNUAL PERFORMANCE REVIEW: UNCLASSIFIED PROFESSIONAL AND ADMINISTRATIVE  
STAFF EMPLOYEES**

Day, Kevin A.	Web Programmer	000003868	11/12/2007
Employee Name( last, first, initial)	Position / Title	Banner ID Number	Date of Hire

1/19/2011	2/15/2012	1/19/2013
Date of Last Review	Current Review Date	Next Scheduled Review Date

University Computing Services	Stanley Hippler
Department	Supervisor

**SECTION IA: Description of major responsibilities and assignments for the review period.**

<b>Employee (to be completed by employee):</b>
Building and maintaining McNeese Website(s) and their underlying technology; Improving accessibility support on the website; Building and maintaining user interfaces and the documentation for McNeese Website(s).

<b>Supervisor Comments:</b>

**SECTION IB: Description of major accomplishments for the review period.**

<b>Employee (to be completed by employee):</b>
Completion of accessibility validator and workflow system on website to further help ensure website is accessible.

<b>Supervisor Comments:</b>

**SECTION II: Supervisor/Employee agreed upon performance goals reflected in the prior period performance review and the degree of accomplishment of those goals.**

Prior Evaluation Performance Goal (to be completed by supervisor)	Current Year Outcome (to be completed by supervisor)
Be the lead drupal programmer.	Ongoing.
Assist as needed in web deployment, especially items deployed by University Image.	To my knowledge, you have assisted as needed.
Write and deploy customized programs for university users as needed.	Website stragegy changed. Brought in house.
Formulate and execute a plan to deploy all university web forms that are customizable and "click to submit" capable.	Ongoing.
Maintain concise and usable documentation on programs written and/or deployed as well as other undocumented processes.	Ongoing. Update the Wiki.
Maintain a good working relationship with other McNeese employees. Interface with users as needed.	You have a good relationship with other UCS employees.
Interface and support the disaster recovery team as needed. Web functions are crutial when campus resources are unavailable.	Ongoing. Website virtualized.
Maintain a clean, safe and orderly office/desk area.	Your work area is clean and orderly.
Perform other duties as assigned by supervision.	You have taken new projects and maintained them well.

**SECTION III: Indicate the performance level rating for each of the following Job Factors. Write comments to provide additional explanation. If possible, include observations and dates of actual performance.**

**NOTE: If a category does not apply, write N/A, with explanation in comments field.**

**1 = Fails to meet standards 2 = Needs improvement to meet standards 3 = Fully meets standards  
4 = Exceeds standards 5 = Far exceeds standards**

**1. Job Skills and Knowledge**

- Demonstrates technical knowledge, understanding of job duties, and appropriate work methods
- Applies knowledge and skills to produce quality work
- Completes assignments in a thorough and accurate manner
- Uses sound judgment when necessary to reassess projects/or situations
- Strives to improve and update professional knowledge and methods
- Integrates new techniques or methods to improve existing operations
- Displays knowledge and expertise of sound management practices

	Self Rating	Supervisor Rating
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
Sub-Total	3.00	4.00

COMMENTS:

**2. Responsibility**

- Performs tasks thoroughly, completely, and within departmental guidelines
- Notifies and updates supervisor of issues and problems in a timely manner
- Carries out supervisor requests and regularly reports back on progress
- Reports to work as scheduled
- Follows call-in and approval policies and procedures for time off
- Employee and his/her unit/department completes assigned tasks in designated time periods
- Conscientiously complies with all university policies

	Self Rating	Supervisor Rating
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
Sub-Total	3.00	4.00

COMMENTS:

**3. Customer Service/Collegiality**

- Maintains courtesy and diplomacy with students, faculty, staff, and visitors
- Makes self available to respond to student, faculty and staff needs
- Prevents unnecessary delays in meeting needs of student, faculty, and staff requests
- When necessary, communicates policies to customers effectively and accurately
- Listens to internal and external requests and responds efficiently and effectively

	Self Rating	Supervisor Rating
	3	3
	3	3
	3	3
	3	3
	3	3
Sub-Total	3.00	3.00

COMMENTS:

**NOTE: If a category does not apply, write N/A, with explanation in comments field.**

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**4. Problem Solving**

- Demonstrates ability to clearly isolate and define problem areas
- Formulates realistic solutions to problems in a timely manner
- Participates constructively in group problem solving
- Considers alternatives and consequences before making decisions
- Presents problems to his/her supervisor, but also offers well thought out solutions
- Presents well-considered alternatives when making recommendations to supervisors
- Notifies affected parties prior to implementing decisions

	Self Rating	Supervisor Rating
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
Sub-Total	3.00	4.00

COMMENTS:

**5. Initiative**

- Willing to assume new and challenging assignments
- Expends the effort and time necessary to do the job well
- Shows positive interest in the job and in the university
- Shows an interest in improving his/her knowledge and skill level
- Offers suggestions to solve problems or improve operations
- Initiates change when necessary
- Takes action quickly to correct or prevent problems
- Generates ideas and creative solutions
- Shows enthusiasm for new ideas, programs and procedures

	Self Rating	Supervisor Rating
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
Sub-Total	3.00	4.00

COMMENTS:

**6. Management Skills**

- Promotes team work and cooperation
- Trains, coaches, and develops employees
- Delegates responsibility and authority effectively
- Establishes goals for the department and monitors progress toward achievement
- Focuses on achieving results in an effective and timely manner
- Communicates and executes university policies and monitors compliance
- Clearly defines responsibilities and authority limits to employees
- Recognizes individual capabilities and assigns work accordingly
- Focuses on performance rather than personality in relating to others

	Self Rating	Supervisor Rating
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
Sub-Total	0.00	0.00

COMMENTS:

N/A

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**7. University Leadership Qualities**

- Provides an example of positive attitude and initiative toward the university
- Motivates employees to achieve departmental and university goals and objectives
- Promotes respect, honesty, integrity, and fairness
- Maintains composure under trying circumstances

	Self Rating	Supervisor Rating
	0	
	0	
	0	
	0	
	0	
Sub-Total	0.00	0.00

COMMENTS:

N/A

**8. Organization**

- Establishes both short and long term plans to meet future needs
- Shows foresight in recognizing developing problems
- Adheres to priorities and deadlines and completes work within scheduled time frames
- Gives timely attention to those areas of responsibility that are of an ongoing nature
- Eliminates unnecessary duplication
- Produces accurate, thorough, and organized work
- Demonstrates flexibility in responding to priorities and organizational change

	Self Rating	Supervisor Rating
	0	
	0	
	0	
	0	
	0	
	0	
	0	
Sub-Total	0.00	0.00

COMMENTS:

N/A

**9. Budgetary Controls**

- Contributes to budgetary planning by providing comprehensive justification for budgetary requests
- Makes sound decisions that consider cost/benefit
- Accurately estimates projected costs and expenses
- Controls costs by efficiently and effectively utilizing staff, materials, and equipment
- Carefully monitors departmental expenditures
- Shows innovation in reducing expenses

	Self Rating	Supervisor Rating
	0	
	0	
	0	
	0	
	0	
	0	
Sub-Total	0.00	0.00

COMMENTS:

N/A

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**10. Supervision of Employees**

- Handles employee disciplinary measures promptly and objectively
- Follows University Human Resources policies when hiring employees
- Complies with university hiring policies and procedures
- Flexibly adjusts administrative techniques and styles when working with employees of different skills and abilities
- Gives positive or negative reinforcement promptly to improve employee's performance
- Periodically meets with employees to share information that will affect them
- Communicates performance standards to employees
- Evaluates employees based on measurable behavior or results
- Completes and submits employee evaluations to Human Resources in accordance with university policies and procedures

	Self Rating	Supervisor Rating
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
Sub-Total	0.00	0.00

COMMENTS:

N/A

**11. Interaction With Others**

- Demonstrates skill in communicating with others orally (for example, conducting meetings or speaking)
- Expresses ideas and information accurately and understandably in written form
- Interacts and cooperates with others to ensure the university's objectives and goals are met
- Shows appropriate assertiveness in expressing and advocating points of view
- Resolves conflict effectively and positively
- Promotes departmental and interdepartmental teamwork
- Has a positive attitude towards his or her work and the university

	Self Rating	Supervisor Rating
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
	3	4
Sub-Total	3.00	4.00

COMMENTS:

**12. Interaction With Supervisor**

- Accepts supervision with a positive and supportive attitude
- Receives constructive criticism positively
- Communicates effectively with supervisor
- Executes direction from supervisor independent of personal likes/dislikes
- Reports to supervisor regularly

	Self Rating	Supervisor Rating
	3	4
	3	4
	3	4
	3	4
	3	4
Sub-Total	3.00	4.00

COMMENTS:

13. Other

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Self Rating    Supervisor Rating

0	
0	
0	
0	
Sub-Total	0.00      0.00

Sub-Total

14. Other

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Self Rating    Supervisor Rating

0	
0	
0	
0	
Sub-Total	0.00      0.00

Sub-Total

OVERALL RATING (Sum of Sub-Total scores divided by the number of applicable categories)

2.63	3.38
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List employee's strengths (completed by supervisor):

\_\_\_\_\_

List areas in which employee could improve (completed by supervisor):

\_\_\_\_\_

*If the employee needs to be put on a "Work Improvement Plan", the employee, his/her supervisor and Human Resources will create a program that allows the employee time to improve his/her overall performance level. At the end of the specified time limit, the employee and his/her supervisor will have a meeting to discuss employee's improvement.*

EMPLOYEE: You must sign this form, thus acknowledging that you and your supervisor have discussed the results. Your signature, however, does not necessarily constitute agreement with the rating.

*[Signature]*  
 Employee Signature

2012/02/15  
 Date

*[Signature]*  
 Supervisor Signature

2/15/2012  
 Date

*[Signature]*  
 Next Level Supervisor Signature\*

2-15-12  
 Date

\* Not required if supervisor is at vice president level

Notes and/or Comments (by the employee and/or supervisor):

\_\_\_\_\_

Total number of Factors rated:

8
3.38

Final Rating (round to 2 decimal places)

1.00 - 2.49	Category 1	<input type="checkbox"/>
2.50 - 3.99	Category 2	<input checked="" type="checkbox"/>
4.00 - 5.00	Category 3	<input type="checkbox"/>

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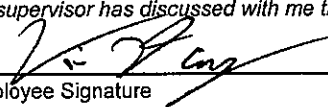
**PLANNING SESSION**

Supervisor/Employee agreed upon performance goals for next performance period:

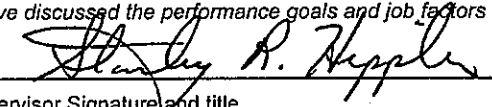
Employee Performance Goals	Supervisor Comment
Complete the Web usage documentation	
Build & use context-sensitive WYSIWYG	
Fine tune the accessibility scanner	
Move/get users into WWW (updating their own content)	
Convert and transfer all old Drupal 6 sites to Drupal 7.	

To complete the planning session, the supervisor and the employee should discuss the factors upon which the employee will be rated. The supervisor should also provide an updated job description during this session.

*My supervisor has discussed with me the performance goals and job factors upon which I will be rated.*


2012/02/15  
 Employee Signature Date

*I have discussed the performance goals and job factors upon which the employee will be rated.*


2/15/2012  
 Supervisor Signature and title Date



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Employee Name( last, first, initial)	Position / Title	Banner ID Number	Date of Hire

3/28/2014	4/14/2014	1/15/2015
Date of Last Review	Current Review Date	Next Scheduled Review Date

University Computing Services	Stanley Hippler
Department	Supervisor

**SECTION IA: Description of major responsibilities and assignments for the review period.**

<p><b>Employee (to be completed by employee):</b>          Building and maintaining McNeese website(s) and their underlying technology, improving accessibility and usability on the website, building and maintaining user interfaces and documentation for McNeese website(s).</p>
<p><b>Supervisor Comments:</b>          Good job Kevin. Website is stable.</p>

**SECTION IB: Description of major accomplishments for the review period.**

<p><b>Employee (to be completed by employee):</b>          Completion of Facilities Use System.          Handled Brute-Force security situation.</p>
<p><b>Supervisor Comments:</b>          Good job with diverting the attack. I only hear good things about the Events Management System</p>



**SECTION II: Supervisor/Employee agreed upon performance goals reflected in the prior period performance review and the degree of accomplishment of those goals.**

Prior Evaluation Performance Goal (to be completed by supervisor)	Current Year Outcome (to be completed by supervisor)
Attend at least one regional event related to web programming (or webex)	
Continue the Web usage documentation	Ongoing, never ending process
Continue to fine tune the accessibility scanner	Same as above. This is an ongoing process.
Begin development of an Events Management System	Complete. Good job.



**SECTION III: Indicate the performance level rating for each of the following Job Factors. Write comments to provide additional explanation. If possible, include observations and dates of actual performance.**

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	5	4
	5	4
	5	4
	5	4
	5	4
Sub-Total	5.00	4.00

COMMENTS:

**2. Responsibility**

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COMMENTS:

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	3	3
Sub-Total	3.00	3.00

COMMENTS:

