

**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 |
| 2/15/2013 | 3/28/2014 | 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.

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| <p>Employee (to be completed by employee): 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> |
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| <p>Supervisor Comments: Kevin works very hard on the website and underlying technologies.</p> |
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SECTION IB: Description of major accomplishments for the review period.

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| <p>Employee (to be completed by employee): Increased ability to diagnose system stability issues and security; migrating HR job system to www; improved ability to catch assessibility problems and improved automatic fixing of those problems;</p> |
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| <p>Supervisor Comments: Website is extremely stable; any downtime was outside our control; please continue enhancing the system</p> |
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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) |
|---|--|
| Continue the Web usage documentation | Creating step by step processes to complete tasks. |
| Get users into WWW (updating their own content) | Lot of time was spent on this. Users interested in maintaining their web sites are doing so. |
| Continue to fine tune the accessibility scanner | Continuing process. |
| Develop a scanning process to quickly locate specific occurrences of words, link etc. | Partially implemented. Continuing to work on this. |
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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 |
|-----------|-------------|-------------------|
| | 5 | 5 |
| | 5 | 5 |
| | 3 | 3 |
| | 5 | 5 |
| | 5 | 5 |
| | 5 | 5 |
| | 5 | 5 |
| Sub-Total | 4.71 | 4.71 |

COMMENTS:

I've gone above and beyond this year.

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 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 4 | 3 |
| Sub-Total | 3.14 | 3.00 |

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 |
| Sub-Total | 3.00 | 3.00 |

COMMENTS:

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**

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 |
|-----------|-------------|-------------------|
| | 4 | 4 |
| | 4 | 4 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 2 |
| Sub-Total | 3.29 | 3.14 |

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 |
|-----------|-------------|-------------------|
| | 4 | 4 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 4 | 4 |
| | 5 | 5 |
| | 4 | 4 |
| | 5 | 5 |
| | 5 | 5 |
| Sub-Total | 4.00 | 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 |
|-----------|-------------|-------------------|
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| | | |
| Sub-Total | 0.00 | 0.00 |

COMMENTS:

N/A



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
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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 |
|-----------|-------------|-------------------|
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | | |
| Sub-Total | 3.00 | 3.00 |

COMMENTS:

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 |
|-----------|-------------|-------------------|
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| Sub-Total | 3.00 | 3.00 |

COMMENTS:

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 |
|-----------|-------------|-------------------|
| | | |
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| | | |
| | | |
| Sub-Total | 0.00 | 0.00 |

COMMENTS:

N/A

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
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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 |
|-----------|-------------|-------------------|
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| | | |
| 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 |
|-----------|-------------|-------------------|
| | 4 | 3 |
| | 5 | 4 |
| | 5 | 5 |
| | 3 | 3 |
| | 4 | 3 |
| | 5 | 5 |
| | 5 | 5 |
| Sub-Total | 4.43 | 4.00 |

COMMENTS:

I have spent a large amount of time meeting with employees who need to have access to the website and as well as encouraging them to use jira to help report problems.

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 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 3 |
| | 3 | 2 |
| Sub-Total | 3.00 | 2.80 |

COMMENTS:

△ 4 →

13. Other

| | Self Rating | Supervisor Rating |
|-----------|-------------|-------------------|
| | | |
| | | |
| | | |
| Sub-Total | 0.00 | 0.00 |

14. Other

| | Self Rating | Supervisor Rating |
|-----------|-------------|-------------------|
| | | |
| | | |
| | | |
| Sub-Total | 0.00 | 0.00 |

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

| | |
|------|------|
| 3.16 | 3.07 |
|------|------|

List employee's strengths (completed by supervisor):


Technical understanding of web and web technologies

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

Communicate time-off more effectively. Complete time and leave documents timely.

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.



 Employee Signature

3/28/2014

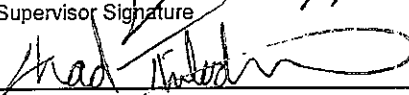
 Date



 Supervisor Signature

3/28/2014

 Date



 Next Level-Supervisor Signature*

4-2-14

 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:

| |
|------|
| 10 |
| 3.07 |

Final Rating (round to 2 decimal places)

| | | |
|-------------|------------|---|
| 1.00 - 2.49 | Category 1 | |
| 2.50 - 3.99 | Category 2 | X |
| 4.00 - 5.00 | Category 3 | |

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|--------------------------------------|------------------|------------------|--------------|
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| | | |
|---------------------|---------------------|----------------------------|
| 2/15/2013 | 3/28/2014 | 1/15/2015 |
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| | |
|-------------------------------|-----------------|
| University Computing Services | Stanley Hippler |
| Department | Supervisor |

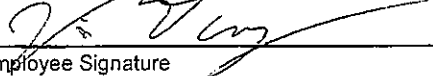
PLANNING SESSION

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

| Employee Performance Goals | Supervisor Comment |
|--|--------------------|
| Attend at least one regional event related to web programming (or webex) | |
| Continue the Web usage documentation | |
| Continue to fine tune the accessibilty scanner | |
| Begin development of an Events Workflow system | |
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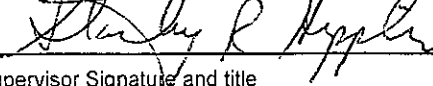
To complete the planning session, the supervisor and the employee should discuss the factors upon which the employee will be rated. The supervisor should also provide an updated job description during this session.

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


Employee Signature

3/28/2014
Date

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


Supervisor Signature and title

3/28/2014
Date