

**LUTHER COLLEGE**  
**PERFORMANCE EVALUATION (EXEMPT)**  
2011-12

**Employee:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Evaluation Dates: From** \_\_\_\_\_ **To** \_\_\_\_\_

Not            Below            Meets            Exceeds  
Applicable    Expectations    Expectations    Expectations

**◆ Leadership**

**Decision Making:** Makes appropriate and timely decisions and takes actions by identifying requirements and expectations.

**Demonstrates Initiative and Creative Thinking:** Uses experience and knowledge to capitalize on opportunities and challenges.

**Manages Performance:** Achieves results by managing the performance of staff, students, and/or volunteers through coaching and developing.

**Cite Examples:**

**◆ Relationships**

**Collaborates With Others:** Works with others in shaping plans, opinions, and decisions that will affect them, their work, and/or the college.

**Treats People with Respect:** Interacts thoughtfully with others, acknowledges and listens to their point of view, and responds to their concerns.

**Communication:** Consider spoken and written communication abilities.

**Cite Examples:**

**◆ Reasoning Skills**

**Problem Resolution Skills:** Anticipates consequences accurately, identifies underlying assumptions, exhibits broad and reflective quality of thought, and uses intuition.

**Prioritization Skills:** Effectively manages multiple work responsibilities and deadlines.

**Cite Examples:**

◆ **Achievement-Oriented**

**Achievement:** Establishes and reaches high standards, is persistent and maintains momentum toward achievement of goals, and is focused.

**Commitment:** Supports college’s policies and procedures, seeks new experiences, is self determined, and has drive to make a difference.

**Creates Innovative Solutions:** Develops solutions that enhance Luther’s mission of teaching and learning. Identifies key issues and understands their impact in fulfilling college goals.

**Cite Examples:**

◆ **Resiliency**

**Is Resilient:** Puts setbacks into perspective and identifies alternate ways to accomplish goals.

**Manages Stress:** Effectively manages stress in the work environment.

**Adapts To Change:** Supports and/or coordinates efforts that contribute to the college’s success.

**Cite Examples:**

◆ **Self-Awareness**

**Positive Work Style:** Aware of how words and actions impact others, effectively modifies behavior to manage various situations, accepts personal accountability, and maintains a positive presence in the work place.

**Cite Examples:**

Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Next Level Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee’s Remarks: (may attach additional comments)

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_