THE UNIVERSITY OF ALABAMA

ANNUAL EMPLOYEE PERFORMANCE EVALUATION

Short Form

EMPLOYEE NAME (FIRST, MI, LAST): _________________

CWID #: _______________ JOB TITLE: Part-Time Events Coordinator

DEPARTMENT: Career Center

DIVISION: Student Affairs

PERIOD OF EVALUATION: From: June 1, 2013 To: May 31, 2014

TIME IN CURRENT POSITION: ____________________________

Instructions: The "overall performance" rating should reflect the employee's total performance including job performance, skills, knowledge, behavioral traits and, if applicable, supervisory factors. NOTE: An employee receiving an overall performance rating of (1) Unacceptable should be placed on a Performance Improvement Plan. Contact your HR Partner to obtain a copy of that form and for instructions on how to proceed. Approved absences (to include, but limited to those under Family Medical Leave or Military Leave) should not be a consideration or commented on in the evaluation process.

1. Return the original form to Human Resources
303 Rose Administration Building/Box 870126 by July 31st.

2. Maintain one copy for your departmental records.

3. Distribute one copy to the employee.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employee's performance factors, behavioral traits and supervisory factors. Please check one box to describe the overall rating.

1 = UNACCEPTABLE - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.

2 = NEEDS IMPROVEMENT – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.

3 = MEETS EXPECTATIONS – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.

4 = EXCEEDS EXPECTATIONS – Exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

1. Based on the employee's assigned duties and responsibilities, his/her overall performance rating is: 

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2. Discuss job performance, skills, knowledge, behavioral traits and supervisory factors (if applicable) that were observed and are reflective of the overall rating. Identify the employee’s major accomplishments. (Performance factors may include: Knowledge, Skills and Abilities; Quality of Work; Quantity of Work; Work Habits; Communication; Dependability; Cooperation; Initiative; Adaptability; Judgment; and Supervisory Skills.)

[Redacted] manages eight major events each year that connect employers with our students. She coordinates a range of logistics for these events including securing the venues, setting up, catering, registration, and posting payments. She is detail oriented in her coordination of these events which ensures a smooth day for everyone involved. She works with our staff to ensure that all tasks during the events are being monitored. [Redacted] does a good job supervising her student worker who assists in the Career Fair planning and implementation. She effectively works within her budget and turns in invoices for payment in a timely manner to make sure that we maintain positive relationships with the vendors that we use.

[Redacted] has a good working relationship with our partners at the Ferguson Center, Bryant Conference Center, Bama Dining, and Capstone Hotel. She goes out of her way to get to know the partners we work with which increases her ability to be effective in the implementation of our events. Additionally, she regularly communicates with employers to ensure that they have all of the necessary details about each event and responds to employer inquiries promptly.

This year, she faced the challenge of putting on two events in a brand new venue due to the Ferguson being renovated. The stadium was a challenging venue that required [Redacted] to adjust the way we have always done things in order for the events to be successful. She exhibited flexibility and adaptability in her approach.

3. Identify areas that need improvement and steps necessary to improve performance, including any recommended professional development.

Because [Redacted] has been in this role for several years and has extensive experience putting on these events, she sometimes needs to work on being more creative in how she approaches the events. With an ever changing student body and evolving employer recruiting practices, she needs to try to think outside of the box to approach our events in new and creative ways. We will continue to be challenged to grow both employer and student attendance at our events and [Redacted] will be a vital part of facilitating that growth. I would like to see [Redacted] take advantage of more professional development opportunities in the future to help her learn more about how other institutions are conducting their career fairs.

4. Supervisor’s Comments Regarding Overall Performance:

[Redacted] has used her organization and planning skills to coordinate key Career Fairs throughout the year. She has worked well with others to ensure smooth event implementation. She has effectively managed complex processes such as multiple event registrations, invoicing, and event logistics. Her hard work is noticed by employers and students alike who consistently provide positive feedback regarding the career fairs.
This upcoming year, [redacted] will need to learn to effectively navigate our new software platform, CSM, to allow for Career Fair registration to continue to run smoothly. This is going to require her to be adaptable and adjust the way things have been done in the past which I have no doubt she will be capable of doing.

5. See Attachment for Goals and Objectives, if applicable.  
   ☐ Yes  ☐ No

6. Signatures
   Rater: [signature]  Date: 6/25/14
   Rater's Name (print): Amanda Ingram
   Reviewer: [signature]  Date: 6/27/14
   Reviewer's Name (print): Molly Lawrence
   Reviewer/Dean's Office: [signature]  Date: 6/27/14
   Reviewer's Name (print): Molly Lawrence

   Comments: __________

7. Employee Verification of Review: I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional). Attach additional sheets if necessary.

   ______________________________________________________________________________________

   ______________________________________________________________________________________

   ______________________________________________________________________________________

   Employee's Signature: [signature]  Date: 6/25/14

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