

2013-2014 Annual Performance Review: Research Manager

Introduction

The annual performance review is organized around four major components: universal competencies, goal achievement, performance descriptor and goals for next year. The process may be started by the employee's self-review or the supervisor may complete their review first. Both employee and supervisor have the opportunity to review and add comments before the review form is complete. Required fields are identified with a red asterisk (*), all others are optional. Refer to Help and Tutorials above for quick reference guides or link to more detailed manual of best practices.

Employee Work Period for Review

Start Date 2013-04-01

End Date 2014-03-31

Universal Competencies

This section is used to evaluate work performance related to Universal Competencies, those that are essential to successful performance of all jobs. They are described by the behaviors that demonstrate application of required knowledge, skills and abilities, at a minimum level of proficiency based upon your classification. The competencies for your job classification can be viewed through Self-Service and the ePersonnel file. A writing assistant, spell check and legal scan are to assist in writing comments and in providing helpful feedback about performance related to these competencies.

Collaboration and Embracing Diversity - Extensive

Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity. Establishes and maintains positive and productive working relationships within and outside of own area and background. Identifies and resolves disagreements/conflicts in early stages. Promotes a safe, equitable, respectful environment in which concerns can be addressed effectively. Recommends changes to work practices and policies to promote transparency and approachability.

SUPERVISOR's Rating

 Advanced (Distinguished)

SUPERVISOR's Comment

Employee has consistently maintained the highest standards as an employee of this university by treating all she interacts with dignity and respect. The employee promotes and helps to maintain an equitable and respectful environment within this department.

EMPLOYEE's Comment

1. I successfully demonstrate my ability to collaborate and embrace diversity each and every day. I work with internal colleagues and external customers from very diverse backgrounds. As a recognized leader in X, I am able to communicate and work with individuals and groups from varied cultures, races, creed, color, national origin, age, sex, disability, sexual orientation and gender identity. I establish and maintain working relations within and outside my area of expertise.

Positive Impact/Achieving Results - Extensive

Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results. Ensures time, resources, energy, learning opportunities, and actions are focused on priorities that matter to the changing workplace. Creates a team environment of accountability and commitment for reaching goals and desired results; ensures team is developed to address future needs. Ensures compliance with codes of ethics that benefit the overall good of all constituents. Demonstrates and communicates a big picture understanding of the organization, its interrelationships, and priorities.

SUPERVISOR's Rating

 Advanced (Distinguished)

EMPLOYEE's Comment

As a leader in the Department, I strive to exceed desired outcomes that will enhance the organizational goals and needs. I work

SUPERVISOR's Comment

Employee works completely independently in terms of achieving her work-related goals. The employee does this by often spending more than the required amount of time in a work-week. This person is willing to take on new tasks, and the education needed to perform them well. Likewise, the employee is an effective member of a team that helps the entire team reach its goals and plan future needs. Employee maintains the highest ethical standard during the performance of her duties.

Service Excellence/Customer Focus - Extensive

Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers. Participates in developing a variety of effective ways to deal with service challenges. Models service delivery and coaches others to deliver excellent service in a variety of settings. Communicates well with direct reports, peers, leadership, and external constituents. Utilizes various methods for information sharing and information gathering. Modifies process (es) to enhance service

SUPERVISOR's Rating

●●●● Advanced (Distinguished)

SUPERVISOR's Comment

Employee holds several key positions within an project that I direct. In these roles she exceeds the service needs by anticipating them, developing effective ways to deal with them, and taking full responsibility for their achievement. As such, Employee communicates effectively orally and in writing with the many required reports. That included the efficient writing of a required application.

on individual projects and as part of teams. I am committed to the goals and strive to reach the best outcomes for the organizations. Examples are working as a team to complete the Department required reports. As a leader, of Department, I keep abreast of trends in field. The desire for long term success of the Department guide my actions on a daily basis.

EMPLOYEE's Comment

I work daily to exceed the needs and expectations of participants and members of the DEPARTMENT. I am able to create quality programs that meet the needs of these customers. This is evidenced by positive feedback. I effectively communicate with all levels of customers and colleagues. I provide the same respect and attention to all people. I routinely communicate with my assistant, workers from around the country, medical staff (clerks, medical assistants, nurses and physicians), merit and professional/scientific staff, faculty, UI faculty, department heads, and UI legal counsel. This year I had the opportunity to work directly with the UI Provost, other faculty, and the Dean.

I served on review panels with experts from around the country. I communicated directly with national program officials. I am seen as a leader/expert in my career field.

2013-2014 Goals/Accomplishments

This section is used to evaluate work based upon goals established in your most recent goal plan. The goals established in your goal plan are provided below, along with other goal details or comments added during the year. Both you and your supervisor have the opportunity to update your goal plan and add additional comments regarding your goal achievement during the performance period as part of this review.

Goals

Participate in the curriculum development and classroom teaching

Approval for courses by department

No Longer Applicable

SUPERVISOR's Rating

●●●● Commendable

SUPERVISOR's Comment

Employee provided a good deal of time on this effort during the planning phase, but the funds and other support to make it a reality did not become available and so the project had to be canceled.

EMPLOYEE's Comment

I actively engaged in the curriculum development and prepared for an active teaching role

Goal Details

Goal	Participate in the curriculum development and classroom teaching
Indicator of Success	Approval for courses by department
Start Date	01/01/2013
Due Date	12/31/2013
Weight	-999999.0
Status	No Longer Applicable
Complete %	0.0

Other Details

Action Plan:

08/14/2013	0.0% Complete
Action Item	Lead process seeking course approvals in department
08/14/2013	0.0% Complete
Action Item	Write the section of the required application.

08/14/20130.0% Complete

Action Item Submit documentation for approval as an Adjunct Faculty member

Goal Progress:

12/31/2013

Goal Progress/Comments I had begun transitioning the existing curriculum from the UI College of X to the College of X. Due to circumstances beyond my control with existing faculty in the College, it was determined that the Program would not continue.

Targets: N/A

Goals

Perform administrative and organizational duties as X

Provide Center organization and management (including operational management) of the Department

Completed

SUPERVISOR's Rating

Commendable

SUPERVISOR's Comment

Employee entered this position during 2013 and has aided me by taking on the development of a strategic plan and helping to organize and supervise a required application.

EMPLOYEE's Comment

Comments not provided

Goal Details

Monitor overall Center productivity and effectiveness

Goal Perform administrative and organizational duties of X

Indicator of Success Provide organization and management (including operational management) of the Department

Start Date 01/01/2013
Due Date 12/31/2013
Weight 25.0
Status Completed
Complete % 100.0

Other Details

Action Plan:

03/01/2013	100.0% Complete
Action Item	Direct the coordination and submission of X Report
08/14/2013	100.0% Complete
Action Item	Direct the coordination and submission of X Application
12/31/2013	100.0% Complete
Action Item	Direct the X program as a component of X activities.
12/31/2013	100.0% Complete
Action Item	Aid in the ongoing formulation and monitoring of the strategic planning and program evaluation
12/31/2013	100.0% Complete
Action Item	Organize weekly committee meetings
12/31/2013	100.0% Complete
Action Item	Coordinate Board meetings and communicate with members
12/31/2013	100.0% Complete
Action Item	Represent the Department at the annual meeting

Goal Progress:

12/31/2013
Goal Progress/Comments All required reports submitted to the funding agency by due dates including X report, Y report, and Z Report from 7/01/12-06/30/13; I initiated activities to stakeholders including the (l i s t a c t i v i t i e s . These activities are reported weekly team meetings. X information was created. I worked with the team to create the FY14-15 strategic plan. I have taken the lead in developing the action plans for the strategic goals and objectives - this is an ongoing project. I created the agenda and track action items for the weekly meetings. I create the agenda for the board meetings and communicate with board members as needed. I represented the Department at the national meeting in 2013.

Targets: N/A

Goals

Plan and direct the administrative and operational activities of the Department to reach comprehensive goals

Train at least 200 trainees each program year

SUPERVISOR's Rating

●●●● Distinguished

SUPERVISOR's Comment

The Program of the Department is entirely directed by Employee. The program would not exist without this employee and is extremely successful because of t h e e m p l o y e e s efforts and distinguished leadership.

EMPLOYEE's Comment

Details related to completion of this goal has been entered the goal progress section. X is an example of this.

Goal Details

Align program outcomes with stakeholder expectations and needs

Goal	Plan and direct the administrative and operational activities of the Department Program to reach comprehensive goals
Indicator of Success	Reach X number of people annually

Completed

Start Date 07/01/2012
Due Date 06/30/2013
Weight 31.25
Status Completed
Complete % 100.0

Other Details

Action Plan:

08/14/2013		100.0% Complete
Action Item	Write the section of the required report	
12/31/2013		100.0% Complete
Action Item	Propose, plan and develop new initiatives	
12/31/2013		100.0% Complete
Action Item	Advise and make recommendations related to overall and specific goals in relation to internal and external trends and needs	
12/31/2013		100.0% Complete
Action Item	Provide financial oversight of the program	
12/31/2013		100.0% Complete
Action Item	Attend Director meeting if held	

Goal Progress:

01/03/2014
Goal Progress/Comments From date to date, the Department trained x# of people (a X% increase from date to date). I wrote the section of the required report. New initiatives were created with (list examples) based on identified needs.
I provide financial oversight of the program – site examples
I was an active participant in the X meeting in (location) in (date). To enhance my leadership skills and knowledge of key areas, I attended the 2013 National Conference. Educational sessions: - I also participated in the following UI Professional Development training: August 2013 Crucial Conversations (4 half day sessions).

Targets: N/A

Goals

Plan and direct the administrative and operational activities of the DEPARTMENT

Completed

SUPERVISOR's Rating

●●●● Commendable

SUPERVISOR's Comment

Employee provides commendable service in support of this. Employee has helped to maintain the viability of the program during a transition.

EMPLOYEE's Comment

I have been directing program activities for 10 years. Detailed comments can be found in the goal progress section.

Goal Details

Goal Plan and direct the administrative and operational activities of the DEPARTMENT program
Indicator of Success Maintain the DEPARTMENT Program

Start Date 01/01/2013
Due Date 12/31/2013
Weight 31.25
Status Completed
Complete % 100.0

Other Details

Action Plan:

12/31/2013	100.0% Complete
Action Item	Maintain compliance with UI policies, procedures and practices (e.g. create annual agreement, obtain UI legal approval and appropriate administrative signature from each group)
12/31/2013	100.0% Complete
Action Item	Provide financial oversight of the Program (e.g. monitor collection of annual fees, invoice annually and quarterly)
12/31/2013	100.0% Complete
Action Item	Manage program change to control scope, cost and contracts (e.g. direct the transition of Surveillance Director; seek one new.
12/31/2013	100.0% Complete
Action Item	Align program outcomes with stakeholder expectations (e.g. evaluate services, programs and projects)

Goal Progress:

12/31/2013	
Goal Progress/Comments	Annual report distributed to stakeholder in April 2013 prior to the commencement of the 2013-2014 program year.

To manage program changes and to grow the program, I am in communication with X (list people). participated in a webinar entitled "Securing Stakeholders" provided by Kirkwood on 08/12/13. I worked directly with UI Legal Counsel on a key X issue that related to the program.

Targets: N/A

Goals

Represent the Department on internal and external committees, with agencies and associations

Provide service as an active committee member

SUPERVISOR's Rating

●●●● Distinguished

SUPERVISOR's Comment

Participation on these committees is a tribute to the employee's standing among the agencies and associations involved. For example, ABC, a branch of X, routinely requests the employee aid in their formal review process and is therefore highly respected by members of X.

Completed

EMPLOYEE's Comment

I take pride in being able to represent the University of Iowa, COLLEGE, and DEPARTMENT on internal and external committees. I am proud to be a recognized leader of X, Y and Z.

Goal Details

Goal	Represent the Department on internal and external committees, with agencies and associations
Indicator of Success	Provide service as an active committee member

Start Date	01/01/2013
Due Date	12/31/2013
Weight	12.5
Status	Completed
Complete %	100.0

Other Details

Action Plan:

03/31/2013		100.0% Complete
Action Item	Serve on XYZ committee for UI Provost Review (internal)	
03/01/2013		100.0% Complete
Action Item	Serve as X for ABC (external)	
12/31/2013		100.0% Complete
Action Item	Serve as Board of Director and Program Chair for Iowa Association (external)	

Milestones: N/A

Targets: N/A

Performance Summary

Final Score

●●●● Distinguished

Overall Comments

Enter overall comments related to the employee's performance for the plan year.

Comments Employee continues to perform at a distinguished level. Employee's respect for others, work ethic, ability to produce results, and collegiality completely satisfy all expectations of an employee at this University and makes the employee a highly valued member of this department, and a pleasure to work with.

2014-2015 Goals

Establishing a goal plan for the next review period is the final step in the current evaluation review process. Goals may be entered below, or can be entered through your goal plan. Please refer to Help and Tutorials above for quick reference guides or link to a more detailed manual of best practices.

Goals

As X for the Department, monitor overall productivity and effectiveness of ABC

Intentionally Left Blank

Develop strategic plan tactics, action steps and identify resources needed

Goal Details

Goal	As X for the Department, monitor overall productivity and effectiveness
Indicator of Success	Develop strategic plan tactics, action steps and identify resources needed
Start Date	04/01/2014
Due Date	03/31/2015
Weight	15.0
Status	Intentionally Left Blank
Complete %	0.0

Other Details

Action Plan:

03/31/2015		% Complete
Action Item	Identify at least one tactic, action step, resources needed and time frame for each of the strategic objectives included in the 2014-2015 Strategic Plan	

Goals

Milestones: N/A

Targets: N/A

As X represent the Department on internal and external committees with agencies and associations

Provide service as an active committee member

Intentionally Left Blank

Goal Details

Goal	As X represent the Department on internal and external committees with agencies and associations
Indicator of Success	Provide service as an active committee member

Start Date 04/01/2014
 Due Date 03/31/2015
 Weight 10.0
 Status Intentionally Left Blank
 Complete % 0.0

Other Details

Action Plan:

03/31/2015	% Complete
Action Item	Continue as an active member of the X Association
03/31/2015	% Complete
Action Item	Continue as an active Board of Director for X
12/31/2014	% Complete
Action Item	Continue as an active member of the ABC I (appointed by X)
03/31/2015	% Complete
Action Item	Volunteer to be a member of the National grant taskforce to provide feedback on a new request for proposal (RFP)

Milestones: N/A

Targets: N/A

Goals

As X identify opportunities for maintenance and growth of the Department

Opportunities identified and effecting change

Intentionally Left Blank

Goal Details

Goal	As X of the DEPARTMENT Program identify opportunities for maintenance and growth of the Program.
Indicator of Success	Opportunities identified and effecting change
Start Date	04/01/2014
Due Date	03/31/2015
Weight	30.0
Status	Intentionally Left Blank
Complete %	0.0

Other Details

Action Plan:

03/31/2015	% Complete
Action Item	Identify and communicate with at least 2 new groups as related to the Department
06/30/2014	% Complete
Action Item	Evaluate criteria, services and fees.

Milestones: N/A

Targets: N/A

Goals

Direct the Department Surveillance Program using a comprehensive yearlong surveillance plan to increase the resources available to stakeholders.

Provide a report of surveillance efforts at weekly Department Management Team meeting

Intentionally Left Blank

Goal Details

Goal	Direct the Department Surveillance Program using a comprehensive yearlong surveillance plan to increase the resources available to stakeholders.
Indicator of Success	Provide a report of surveillance efforts at weekly Department Team meeting

Start Date 04/01/2014
Due Date 03/31/2015
Weight 15.0
Status Intentionally Left Blank
Complete % 0.0

Other Details

Action Plan:
03/31/2015 % Complete
Action Item Create four products for the Department website highlighting XYZ

Goals

Direct the administrative and operational activities of the Department by aligning program outcomes with stakeholder expectations and needs.

Intentionally Left Blank

Goal Details

Goal Direct the administrative and operational activities of the Department by aligning program outcomes with stakeholder expectations and needs.
Indicator of Success Complete X for at least 300 people
Start Date 07/01/2013
Due Date 06/30/2014
Weight 0.0
Status Intentionally Left Blank
Complete % 0.0

Other Details

Action Plan:
03/31/2015 % Complete
Action Item Further explore the opportunity of developing X using of a shared management system hosted at the University of X and the other National groups.
03/31/2015 % Complete
Action Item Strengthen the system used to evaluate programs by learning more about the Critical Path Model.
03/31/2015 % Complete
Action Item Increase regional impact of the Department by partnering with outside organizations to provide requested information to stakeholders.

Milestones: N/A

Targets: N/A

Performance Discussion and Signature

2014-01-29
Enter the performance discussion date to acknowledge the discussion occurred and sign the form.