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| **Employee Name:**  Leslie Knope | **Date of Review:**  6/18/2024 |
| **Employee ID:**  9004321 | **Period Covered:**  June 1, 2023 – May 31, 2024 |
| **Job Title:**  Manager, Campus Recreation | **Employment Status:** Regular Contingent II  Exempt:  Non-Exempt |
| **Department:**  Campus Recreation | **Supervisor/Reviewer Name:**  Ron Swanson |

**Step One:** **Review:** To complete this form, gather supporting documentation for this staff member. This may include: the employee’s position description form, new hire probationary reports, past performance evaluations, self-assessments, or other performance documentation.

**Step Two: Performance Description:** Complete the following sections using the supporting documentation above.

| **Section I: Narrative of job performance:** Using examples and key performance metrics, evaluate the overall performance of the employee during the review period. The narrative should be a thorough assessment, including any specific areas of performance to note. |
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| Over the course of the year, I was impressed with your willingness to be flexible and figure out new ways to get the job done. Although campus operations were very different this year due to the COVID-19 pandemic, you still were able to successfully offer many valuable programs for students. I was impressed with how you developed several virtual exercise programs, which allowed us to reach over 10k students while Burdick was closed. Once we were able to reopen, your diligent planning for safety and staffing procedures allowed us to feel confident that we could provide recreation services for staff and students without risking COVID outbreaks. As a result of your efforts, there were no COVID cases linked back to campus recreation this year. In addition to exercise programs, you also did an excellent job creating virtual sessions related to other recreation topics. The sessions related to backpacking, backcountry cooking, and backyard games were particularly popular and well received. Your administration of the virtual student orientation programs was also impressive. I was particularly happy with how you updated the orientation content to address the new campus procedures and highlight the virtual options for students to acclimate to campus and meet others. Although student orientation was very different this year, I believe the students had a great experience and received the same level of service that they would have had we been able to do sessions in person. Although you were juggling a variety of obligations along with your job while working from home, I appreciated your communication and responsiveness throughout the remote work period. I know it wasn’t easy for you, and I was very impressed with how well you communicated your scheduling needs and let me know when there were unexpected changes to your availability. |

| Section II: Areas of development: Provide specific examples to support. |
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| You tend to take charge of projects and not to delegate tasks to others. Although you do a good job completing projects, you would be more effective in your role if you learned to delegate smaller tasks to other team members, which would allow you to spend more time on higher value work. When you identify tasks and projects, think about members on your team that could take a leadership role. |

| Section III: Areas of strength: Provide specific examples to support. |
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| You are very organized, which results in all your projects being completed on time and with all details carefully planned. For example, your organization skills ensured that the virtual student orientation sessions were conducted on time, with thorough information supplied for all students. You are also good at “thinking outside the box,” which has resulted in the creation of several new programs for our students, including our new Zumba/yoga virtual group fitness class. |

| Section IV: Supervisory performance (for employees that supervise staff employees only): Provide specific examples to support. |
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| As a supervisor, you have modeled a committed work ethic and passion for the work. You are well respected by your staff and eager for them to develop. You actively solicit ideas and improvement from your team members and are skilled in getting to the root of an issue. You give praise for accomplishments yet provide constructive feedback in areas where your team needs to grow. As a supervisor, you are always seeking ways to increase efficiency of processes within the department. Your approach is collaborative as you invite other campus leaders to provide their input and perspectives. You have trained your team to approach situations in a similar manner, which has resulted in stronger relationships with our colleagues. You have remained supportive of ongoing development of your staff. You have asked your team to seek out webinars or conferences and had them present their learnings at staff meetings. As mentioned above, you should continue to seek out opportunities to delegate more tasks as learning and knowledge increases. |

| **Step Three: Upcoming Goals:** Identify a minimum of three developmental goals for the upcoming review period. This may include specific goals related to performance as well as professional development opportunities. |
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| **Goal 1**  Over the next 12 months, delegate at least 1 administrative piece of each project to another team member. |
| **Goal 2**  By Fall 2024, create at least 1 new group fitness class, to be available to students during the evening hours. |
| **Goal 3**  In fall 2024, attend the International Campus Recreation conference virtually or by traveling to Pawnee, Indiana, and bring back at least 3 ideas to implement at TU. |

**Step Four: Overall Performance Rating: Please indicate by marking an X in the appropriate box**

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| Meets Expectations | Does Not Meet Expectations |
| Consistently demonstrates proficiency in the execution of the majority of critical job responsibilities and objectives throughout the rating period. | Overall performance needs improvement: job responsibilities and objectives have not been consistently met throughout the rating period. **STOP! Contact your HR Partner before proceeding.** |

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| **Step Five: Employee Feedback/Comments:** The employee feedback/comments section is optional. Employees can choose to write on a separate document or add to the box below. The **employee’s signature indicates that the performance review was held**; it does **not** indicate agreement or disagreement with the performance review. |
| Click here to enter text. |

**Reminders:**

* It is the supervisor’s responsibility to ensure the employee being reviewed, as well as the next level supervisor sign this form.
* All performance reviews should be submitted through [DocuSign](https://powerforms.docusign.net/da62150a-f8d0-4c33-b053-1c435487cdbd?env=na3-eu1&acct=6c86146e-eb74-4715-93d9-b5f39e4db265) by **June 28, 2024**. OHR will **not** accept scanned or printed copies of this document.
  + If you are marking an employee as “Does Not Meet Expectations,” you must contact your HR partner by **ASAP**
  + Be sure to enter email addresses in DocuSign correctly for all parties for the review to move between stakeholders properly.
* Please contact an [HR Partner](https://www.towson.edu/hr/current/partners.html) if you need assistance.