

Manager Being Evaluated _____
Department _____
Evaluation Period _____
Evaluator/Supervisor _____

California State University, Fresno
MPP Annual Performance Review Process

Perception Survey *

THANK YOU!

Thank you for participating in this process. We are assessing the leadership and effectiveness of our Management Personnel Plan (MPP) employees. Your views and perceptions of the individual being evaluated are important to include in this survey.

CONFIDENTIALITY

Your responses will remain confidential. Only the evaluator sees this survey and comments. Please respond to all questions for which you have an opinion. Completed surveys should be returned directly to the Evaluator named above. Unsigned or unattributed comments will not be used.

YOUR COMMENTS

If this survey overlooks an issue that you consider important for evaluating the effectiveness of a manager, please attach a page with your comments. The evaluator will not consider written comments, however, unless signed. Please do not include comments of a personal nature that cannot be summarized with the survey results.

HOW THE RESULTS WILL BE USED

The goal behind this survey is to obtain a clearer picture of management practices and ultimately to help improve the effectiveness of our managers. Survey results will provide additional information that the employee's evaluator may use in identifying the manager's strengths and professional growth needs. Your responses will not only contribute to the manager's evaluation, but they may also be useful in assisting the employee and his or her supervisor in formulating relevant professional development goals for the coming year.

RETURN COMPLETED SURVEY TO: _____

MAIL STOP: _____

* Adapted from: "Survey of Management and Organizational Patterns" © Regents of the University of California (used by permission)

Perception Survey

The following perceptions of strengths and weaknesses pertain to the Manager being evaluated:

The MPP employee being evaluated....	Strongly Disagree	Disagree Somewhat	Agree Somewhat	Strongly Agree	Not Observed
1. Respects and rewards people who look for ways of doing things in his/her unit.	0	0	0	0	0
2. Works well with other managers	0	0	0	0	0
3. Supports equal opportunity	0	0	0	0	0
4. Accepts constructive criticism without becoming defensive	0	0	0	0	0
5. Models the behavior he/she expects from others	0	0	0	0	0
6. Shows respect when communicating	0	0	0	0	0
7. Cares about employees as individuals	0	0	0	0	0
8. Communicates what he/she expects subordinates to accomplish	0	0	0	0	0
9. Enjoys a climate of <i>mutual respect</i> at all job levels along with his/her co-workers	0	0	0	0	0
10. Maintains consistency between words and actions	0	0	0	0	0
11. Takes action to resolve interpersonal conflicts in his/her area of responsibility	0	0	0	0	0
12. Puts the good of the organization ahead of personal gain	0	0	0	0	0
13. Would act ethically even if it required personal sacrifice	0	0	0	0	0
14. Leads a work group that is efficient and productive.	0	0	0	0	0
15. Leads a work group that continually improves its practices, productivity, and effectiveness.	0	0	0	0	0
16. Leads a work group whose members share common values of service, quality, and excellence	0	0	0	0	0
17. Sets objectives and monitors results (rather than telling subordinates <i>how</i> to do their job)	0	0	0	0	0

Perception Survey

The MPP being evaluated....	Strongly Disagree	Disagree Somewhat	Agree Somewhat	Strongly Agree	Not Observed
18. Blames others when things go wrong	θ	θ	θ	θ	θ
19. Discourages staff bringing up problems	θ	θ	θ	θ	θ
20. Favors an “in group” of staff	θ	θ	θ	θ	θ
21. Makes some people look good at others’ expense	θ	θ	θ	θ	θ
22. Makes good decisions	θ	θ	θ	θ	θ
23. Waits until a problem escalates before acting	θ	θ	θ	θ	θ
24. While observing how the MPP and members of his/her work unit function in group tasks, I feel that:					
θ	Everyone shares responsibility for the results				
θ	Only a few people are responsible for the results				
θ	Only the MPP is responsible for the results				
θ	Not observed				
25. Please select one, most applicable response:					
<input type="checkbox"/>	This MPP mainly uses threats and consequences to ensure performance in staff				
<input type="checkbox"/>	This MPP mainly uses recognition to motivate performance in staff				
θ	This MPP mainly uses money (e.g. merit salary recommendations) to motivate performance in staff				
<input type="checkbox"/>	Not observed				
26. My perception is that <i>customers</i> rate the MPP unit’s performance:					
θ	Consistently outstanding		θ	Fair	
θ	Usually very good		θ	Poor	
θ	Good		θ	Don’t know	

Signed

Date