

HUMBOLDT STATE UNIVERSITY  
COACHING PERFORMANCE EVALUATION

Employee Name \_\_\_\_\_  
Today's Date \_\_\_\_\_ Evaluation period from \_\_\_\_\_ to \_\_\_\_\_  
Type of Evaluation:  Annual  Additional  
Working Title \_\_\_\_\_  
Evaluator's Name \_\_\_\_\_ Title \_\_\_\_\_

Rating Key:

**S = SUPERIOR**

Incumbent consistently performs at a level that exceeds expectations for the position, as well as the goals and objectives of specific assignments.

**M = MEETS EXPECTATIONS**

Incumbent consistently meets all expectations for the position as well as the goals and objectives of specific assignments.

**U = DOES NOT MEET EXPECTATIONS**

Incumbent's performance has not met the expectations for the position or the goals and objectives of specific assignments. A written statement of specific actions required to improve performance is required.

**N/A= NOT APPLICABLE**

Items, which the evaluator believes, do not pertain to the incumbent being evaluated.

\_\_\_\_\_

\_\_\_\_\_

**SECTION I - PERFORMANCE CRITERIA** - For each performance criterion listed, evaluate the incumbent's performance or behavior. Please note that the criteria listed are not necessarily of equal importance. If some portion of the criteria does not apply, note "NA."

1. Communication: Listens actively to others; Explains ideas clearly; Participates effectively in group discussions; Accepts and offers criticism constructively; Answers inquiries in timely and professional manner; Produces clear and concise written communications in a timely manner. Promotes staff and student-athlete involvement within the overall athletic program.  
Rating\_\_\_\_\_ Comments:
  
2. Decision Making: Makes timely decisions; Defines problems clearly; Follows logical patterns to arrive at decisions; Bases decisions on evidence rather than speculation; Looks for creative alternative in solving problems.  
Rating\_\_\_\_\_ Comments:
  
3. Leadership & Supervision: Strives for excellence in job performance; creates an atmosphere of trust and integrity; Respects the rights and opinions of others;

Demonstrates professional growth in current job assignments; Gives clear directions, explains decisions, solicits co-worker input to maximize results.

Rating:\_\_\_\_ Comments:

4. Managing Financial and Fiscal Controls: At a level appropriate to the position, demonstrates responsibility and efficient use of financial resources; Uses available resources such as personnel, time, materials, equipment, and facilities in an effective manner. Effectively meets expenditure authorizations, follows established financial policies and procedures.

Rating:\_\_\_\_ Comments:

5. Planning & Organizing: Provides long-range goals compatible with Humboldt's and the athletic program mission; Displays flexibility in formulating action plans; Develops effective procedures to achieve goals; Encourages participation of others in planning; Adjusts plans in anticipation of future needs.

Rating:\_\_\_\_ Comments:

6. Effectiveness in Working with Co-Workers: Encourages others to strive for excellence on the job; Establishes realistic performance standards; Consistently fair in applying standards to others; Works well with others to achieve common goals; Gives recognition to the accomplishments of others. Establishes and maintains effective professional working relationships with staff and other coaches.

Rating:\_\_\_\_ Comments:

7. Quality, Quantity, and Competitiveness: Meets technical or professional standards of work in an efficient manner; Uses methods which enhance quality; Work is accurate and thorough; Completes work on schedule. The work performance of this person results in quality and quantity of professional work appropriate to the position. Also relates to competitive performance of individual program.

Rating:\_\_\_\_ Comments:

8. Safety Practices: Maintains a healthy, safe work environment; Adheres to all safety regulations and guidelines. Specifically in areas such as the weight room and training room.

Rating:\_\_\_\_ Comments:

9. Personal (Self): Is committed to goals of department; demonstrates effort to ensure goals are achieved; seeks personal and professional growth and development; is willing to assume responsibility for decisions and actions; is flexible and cooperative in working with superiors and co-workers, adjusts to changes and manages stress. Demonstrates professionalism within the program and with colleagues.

Rating:\_\_\_\_ Comments:

10. Workplace Security: Incumbent understands and observes workplace security policies. Works with support staff to assist in facility safety oversight. Specifically in

areas such as the weight room, training room, and athletic facilities. Adheres to University policies (i.e. Jeanne Cleary Act).

Rating:\_\_\_\_ Comments:

11. Team Discipline: Follows University and program guidelines and regulations. Establishes effective team rules and maintains consistent adherence to those rules; promotes an environment of accountability and responsibility.

Rating:\_\_\_\_ Comments:

12. NCAA/Conference Rules Compliance: Adheres to the NCAA governing policies and procedures. Attends compliance education meetings; demonstrates commitment to both the intent and spirit of applicable NCAA rules and regulations; demonstrates integrity and professionalism in applying guidelines to individual program.

Rating:\_\_\_\_ Comments:

13. Summary of Student-Athlete Evaluations: Effectiveness in working with, motivating, educating, and leading student athletes.

Rating:\_\_\_\_ Comments:

14. Academic and personal development of student-athlete: Effectiveness of monitoring progress reports, progress toward degree, encouragement of participation in campus/athletic department leadership and activities, implements programs that involve community service, and encourages the pursuit of internships, jobs and volunteer work in academic area(s) of interest.

Ratings:\_\_\_\_ Comments:

15. Recruitment: Recruits prospective student-athletes that have the ability to achieve success both academically and athletically.

Rating:\_\_\_\_ Comments:

16. Retention and Graduation Rates: Program meets or exceeds retention and graduation rates of institution.

Rating:\_\_\_\_ Comments:

17. Public Relations: Regularly engages in public relations functions (i.e. public speaking engagements, camps, clinics, presentations at conventions, local outreach programs, etc...).

Rating:\_\_\_\_ Comments:

18. Fundraising: Meets fundraising expectations and/or outcomes outlined by the appropriate administrator.

Rating:\_\_\_\_ Comments:

**SECTION II - SUMMARY** - Based upon the review of the performance criteria, summarize the incumbent's performance. (Use additional pages, if necessary.)

I certify that this evaluation has been discussed with me. My signature does not necessarily indicate that I agree with this evaluation.

\_\_\_\_\_  
Employee's Signature      Date

\_\_\_\_\_  
Evaluator's Signature      Date

\_\_\_\_\_  
Athletic Director's Signature      Date

\_\_\_\_\_  
President's Signature      Date

Updated September 5, 2017  
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