

**MICHIGAN STATE**  
**U N I V E R S I T Y**

**Executive Management  
Performance Development Program**

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

This form is to annually document that the following topics have been discussed.

AGENDA	Check Off When Done
<ul style="list-style-type: none"> <li>▪ Discuss executive's performance on primary objectives/priorities in the past year.                             <ul style="list-style-type: none"> <li>- Revise objectives/priorities for the coming year.</li> <li>- Discuss how they relate to overall campus objectives and Guiding Principles.</li> </ul> </li> <li>▪ Discuss employee's strengths/areas for growth in competencies (see back).</li> <li>▪ Discuss barriers to effective work performance and job satisfaction.</li> <li>▪ Discuss any resources/support needed to achieve objectives and behavioral goals.</li> <li>▪ Discuss potential, major work process improvements.</li> <li>▪ Discuss executive's development (over past year; future needs for current job; long term career goals and development needs to achieve them).</li> <li>▪ Discuss whether employee continues to grow to meet future needs and demands of the changing environment.</li> <li>▪ Discuss significant succession/development issues within the unit.</li> <li>▪ Discuss executive's feedback/constructive suggestions for reviewer.</li> <li>▪ Discuss anything else the executive or reviewer would like to address.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Reviewer/Executive Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

These topics have been discussed by:

Executive Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Competencies

The following are examples of competencies or factors which are critical to excellent performance, which may be considered during annual performance review discussions. Other competencies which are specific to your unit's strategic plan or the employee's development plan, may also be used.

<b>Organizational Success</b>	<p><b>Collaborate with Others:</b> Create an environment in which individuals work in partnership and demonstrate teamwork at all levels.</p> <p><b>Build External Relationships:</b> Develop, create and sustain positive personal relationships with outside parties with the potential to impact the department or University's business.</p> <p><b>Pursue Opportunities:</b> Anticipate, recognize and create opportunities to grow the department's business.</p>	<p><b>Think Dynamically:</b> Develop and foster creative approaches or imaginative solutions that maximize the future business potential with an understanding of current unit situations.</p> <p><b>Provide Vision:</b> Generate and communicate broad, compelling organizational goals and inspire others to pursue them.</p> <p><b>Commit to Learning:</b> Create an environment that fosters learning, growth and development; and rewards people for doing so.</p>
<b>Making People Matter</b>	<p><b>Value Other's Perspectives:</b> Demonstrate open, non-judgmental consideration of differences; inquire about and incorporate different opinions and interpretations.</p> <p><b>Build Trust:</b> Maintain reputation for honesty, candor, confidentiality, fairness and reliability.</p>	<p><b>Demonstrate Candor:</b> Straightforward and open, leaving self and others with a sense of being heard, understood and valued.</p>
<b>Job Effectiveness</b>	<p><b>Communicate Clearly:</b> Listen, speak and act in a manner that results in powerful and effective action internally and externally.</p> <p><b>Critically Assess:</b> Analyze logic and data to identify root causes, issues or approaches to deal with complex situations.</p> <p><b>Exercise Business Judgement:</b> Utilize one's understanding of the University's business strategy, as well as one's experience and expertise, to make the right decision for the unit and MSU.</p>	<p><b>Leverage Resources:</b> Identify, align and optimize resources in a borderless way.</p> <p><b>Focus on Results:</b> Work to achieve profit and increase the long-term value of the business through high levels of individual and organizational performance.</p> <p><b>Focus on the Market:</b> Understand how trends and emerging opportunities apply to customers, competitors products and services.</p> <p><b>Embody a Global Perspective:</b> Demonstrate a "global view" – that the world is larger than one's own geography, unit or function.</p>