

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

REPORT CARD FOR SENIOR ADMINISTRATIVE OFFICERS AND OTHER ADMINISTRATIVE PERSONNEL OF ACADEMIC AFFAIRS

- 1 - Outstanding
- 2 - Superior
- 3 - Fully Successful
- 4 - Minimally Successful
- 5 - Unsatisfactory

Name: _____

Position: _____

Date of Report: _____

| LEADERSHIP COMPETENCIES | Outstanding | Superior | Fully Successful | Minimally Successful | Unsatisfactory |
|---|--------------------|-----------------|-------------------------|-----------------------------|-----------------------|
| LEADING CHANGE | | | | | |
| 1. Vision | | | | | |
| 2. Creativity and Innovation | | | | | |
| 3. Strategic Thinking | | | | | |
| 4. Resilience | | | | | |
| 5. Flexibility | | | | | |
| SUBTOTAL | | | | | |
| | | | | | |
| LEADING PEOPLE | Outstanding | Superior | Fully Successful | Minimally Successful | Unsatisfactory |
| 1. Conflict Management | | | | | |
| 2. Cultural Awareness | | | | | |
| 3. Team Building | | | | | |
| 4. Integrity/Honesty | | | | | |
| SUBTOTAL | | | | | |
| | | | | | |
| RESULTS DRIVEN | Outstanding | Superior | Fully Successful | Minimally Successful | Unsatisfactory |
| 1. Accountability | | | | | |
| 2. Problem Solving | | | | | |
| 3. Decisiveness | | | | | |
| 4. Customer Service | | | | | |
| SUBTOTAL | | | | | |
| | | | | | |
| BUILDING COALITIONS/COMMUNICATIONS | Outstanding | Superior | Fully Successful | Minimally Successful | Unsatisfactory |
| 1. Oral Communication | | | | | |
| 2. Written Communication | | | | | |
| 3. Influencing/negotiating | | | | | |
| 4. Interpersonal Skills | | | | | |
| SUBTOTAL | | | | | |

TOTAL

SUMMARY TOTAL
17 = Outstanding
36 = Superior
51 = Fully Successful
68 = Minimally Successful
85 = Unsatisfactory

LEADERSHIP COMPETENCY DEFINITIONS

LEADING CHANGE

Vision – Take a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.

External Awareness – Identifies and keeps up to date on key national and international politics and economic, political, and social trends that affect the organization. Understands near-term and long-range plans and determines how best to be positioned to achieve a competitive business advantage in a global economy.

Creativity and Innovation – Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge program/processes.

Strategic Thinking – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.

Continual Learning – Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and opportunities to master new knowledge.

Resilience – Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

Flexibility – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Service Motivation – Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplishment.

LEADING PEOPLE

Conflict Management – Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Cultural Awareness – Initiates and manages cultural change within the organization to impact organizational effectiveness. Values cultural diversity and other individual differences in the workforce. Ensure that the organization builds on these differences and those employees are treated in a fair and equitable manner.

Team Building – Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

Integrity/Honesty - Instills mutual trust and confidence, creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility and commitment to public service.

RESULTS DRIVEN

Accountability – Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes.

Problem Solving – Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

Decisiveness – Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

Customer Service – Balancing interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients' achieves quality end-products; is committed to continuous improvement of services.

Entrepreneurship – Identifies opportunities to develop and market new products and services within or outside the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Technical Credibility – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.

BUSINESS ACUMEN

Financial Management – Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost-benefit thinking to set priorities; monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting.

Human Resources Management – Assess current and future staffing needs based on organizational goals budget reality. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised, and rewarded; takes corrective action.

Technology Management – Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Develops strategies using new technology to enhance decision making. Understands the impact of technological changes on the organization.

BUILDING COALITIONS/COMMUNICATION

Oral Communication – Makes clear and convincing oral presentations to individuals to groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – Expresses facts and ideas in writing in a clear, convincing and organized manner.

Influencing/Negotiating – Persuades others, builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates “win-win” situations.

Partnering – Develops networks and builds alliances, engages in cross-functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.

Political Savvy – Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality; recognizes the impact of alternative courses of action.

Interpersonal Skills – Considers and responds to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.