

To: <<Chair/Director Name>>, <<Department Chair/Director>>, <<Department Name>>

From: CAS Business Operations Leadership Team

Date: April 9, 2024

Re: Feedback on <<Manager Name>> from CAS Business Operations

To help inform the performance evaluation and goal setting process for your department manager, the College's Business Operations (CASBO) team has conducted a survey of CASBO staff about their interactions with individual departments managers. Below you will find the aggregated feedback from the College's HR and finance teams for your unit's department manager. The feedback contained in this document is meant to inform how the employee engages with the College's Business Operations group -- it is not meant to take the place of an overall performance evaluation by the Department Chair/Director.

Please feel free to share this information with your department manager. As a best practice, we encourage you to share performance feedback often and engage in a dialogue so the employee knows where they are succeeding and where they can develop.

Area	Human Resources	Finance
Professionalism of communications		
Timeliness in communications		
Ability to keep key stakeholders informed (e.g. department chair, CASBO)		
Initiative to learn and maintain knowledge of processes and policies		
Ability to apply processes and policies		
Timeliness in meeting deadlines		
Resourcefulness		
Proactiveness to resolve problems and anticipate processes		

Scale (low to high): Never demonstrates, needs significant development; Rarely demonstrates, needs development; Sometimes demonstrates, needs some development; Regularly demonstrates, needs little development; Always demonstrates, needs no development

Options based on follow-up or not

[Follow-up] Based on this assessment a member of the College's Business Operations team will be reaching out to have a follow-up conversation.

[No follow-up] If you have any questions about this feedback or would like additional context, please respond to this email and the appropriate member of leadership will reach out to schedule a meeting to discuss.