|  | Exemplary (3) | Acceptable (2) | Unacceptable (1) | Total Points | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **Document in official template** |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **Executive Summary** |  |  |  |  |  |
| Identifying information provided |  |  |  |  |  |
| Mission of Office included |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **PRIORITIES** |  |  |  |  |  |
| Are at least two priorities listed? |  |  |  |  |  |
| Does each priority briefly discuss: |  |  |  |  |  |
| * Impact Achieved |  |  |  |  |  |
| * Challenges Faced |  |  |  |  |  |
| * Action Plans including options to address challenges |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **GOALS/OBJECTIVES** |  |  |  |  |  |
| Does the report have 3-5 goals listed? |  |  |  |  |  |
| Are the goals measurable? |  |  |  |  |  |
| Do the goals clearly reflect the department’s mission/priorities? |  |  |  |  |  |
| Is there at least one to two objectives for each goal? |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **MEANS OF ASSESSMENT** |  |  |  |  |  |
| Does the means of assessment have a method or measure for each goal? |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **CRITERIA FOR SUCCESS** |  |  |  |  |  |
| Is the criteria for success listed for each goal? |  |  |  |  |  |
| Is the criteria for success specific? |  |  |  |  |  |
| Does the criteria for success answer the question, “I know I am successful when…?” |  |  |  |  |  |
| If the same goal was used for multiple years, does the criterion for success show progression (increases in performance/productivity)? |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **DATA COLLECTION/ Results** |  |  |  |  |  |
| Are there results included for each goal? |  |  |  |  |  |
| Are the results specific and relatable to each goal/objective? |  |  |  |  |  |
| Do the results clearly state whether the criteria for success was met? |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **Plans for use of evaluation results to improve Services:** |  |  |  |  |  |
| Were specific actions or revisions planned based on results for each goal dependent on whether or not the criterion for success were met or not? |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **Major Difficulties:** |  |  |  |  |  |
| If applicable, were major difficulties clearly described for each goal? |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| **GOALS/OBJECTIVES FOR NEXT YEAR** |  |  |  |  |  |
| Were measurable goals listed for the next academic year? |  |  |  |  |  |
| ***TOTAL POINTS*** |  |  |  |  |  |
| ***GRAND TOTAL*** |  |  |  |  |  |