Florida A&M University
TU21_15 - Program Coordination UG
Internal Evaluation Worksheet

Date of Review: .............................................................. Attendees: ..............................................................
Type of Review: ..............................................................
Start Time: ...................... End Time: ......................

1. Progress on Objectives (40%)
- Quarterly Performance Reports ............................
- Documentation of progress ............................
- Satisfactory Progress ............................
- Adherence to implementation strategy ............................

AVERAGE--> ............................

2. Fiscal Management (20%)
- Encumbrance Liquidation ............................
- Adherence to planned Travel Budget ............................
- # of Budget Modifications ............................
- Adherence to planned spending ............................

AVERAGE--> ............................

3. Personnel (20%)
- Time and Effort forms ............................
- All positions filled ............................
- Personnel Records Kept ............................

.................. AVERAGE--> ............................

4. Property Management (10%)
- Database ............................
- Property Documents ............................
- Random Check of Property ............................

AVERAGE--> ............................

5. Communications (10%)
- Responsiveness to Communications ............................
- Attendance at Meetings ............................

AVERAGE--> ............................

Final Rating ............................ 0.0

Legend
4 = Outstanding (Standard met, No corrective actions needed)
3 = Good (Standard met, Minor corrective actions needed)
2 = Fair (Significant Corrective actions needed)
1 = Poor (Program not Performing)