

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--> .....

**Comments**

**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)