

The Ohio State University
Department of Athletics & Business Advancement
Performance Review

Employee: Brian Voltolini
Job Title: Assistant AD-FB Operations
Manager: Ryan Day
Date of Review: _____

Performance Management Process:

We are committed to fostering a high performance culture. To achieve this, we strive to provide each member of our staff with clear performance objectives, ongoing coaching and feedback, professional development, and recognition for exceptional work.

The performance review gives employees and managers an opportunity to reflect on the past year, celebrate our successes, learn from our challenges, and plan for our future.

Sections I & II of the review must be completed by each employee and forwarded to your manager prior to your review. The manager will review the information the employee provides in the self-appraisal and goal setting sections and use it to help them complete the annual review. Employees and managers must meet to discuss the review. Employees are able to attach comments to the review if they choose to.

All reviews must be completed and turned in to Human Resources by June 14th.

Core Values:

Integrity	We will act with integrity and personal accountability.
Education	We will educate each student-athlete with quality academic, competitive, leadership and social experiences to build a sense of responsibility and foster an appreciation for life-long learning.
People	We will keep the well-being of our student-athletes, coaches and staff at the core of every decision.
Excellence	We will excel in performance, achievement and service.
Respect	We will celebrate a climate of mutual respect and diversity by recognizing each individual's contribution to the team.
Innovation	We will encourage innovation, develop a curious mindset and embrace change.
Community	We will enhance the lives of those in our university, city and state communities by helping and paying forward to others.
Tradition	We will build upon our traditions which have been developed throughout our proud history.

Section I. – Self Appraisal

List your key job responsibilities. Assign the % of your time spent in each area. Evaluate each area according to the rating standards. Complete all sections in section I prior to your review and forward to your manager.

% Time	Description of key job responsibilities	Performance Exceeds Expectations	Performance Meets Expectations	Opportunity for Improvement
100	Budget	X		
90	Travel	X	X	
100	Manage Staff, Facility updates		X	

Summary & Highlights of this past year:

I felt that this season was smooth and no major issues. We moved into the new renovated area – the new lounge is great for the players to sit and eat.
 Had another great season and ended up going to the Semi-finals playing in the Fiesta Bowl. Game didn't end the way we wanted but it was a good season. The Bowl game was interesting and frustrating at the same time..
 COVID hit in March and it's been challenging to work from home and to focus on my job.
 I felt that I did a great job of reducing the budget and still keeping the things that we need to be successful

Challenges I faced this past year: (job/position related)

The Bowl game was a challenge,. Which was a good experience but the Bowl wasn't ready for OSU. Hotel rooms, practice sites, etc was a challenge this year.
 Budget reductions was another challenge, was asked last budget cycle to cut 6% and this year asked to cut more, which we did but it was a challenge and will continue to be a challenge
 As for staff, I had one challenge with front office..

What I will do this year to improve myself & my program:

Be better at communicating. I think I need to focus on over communicating so nothing is missed. I always need to be more creative with facility updates, etc. This year in particular with budget cuts, it will be a challenge to upgrade the facility and still stay within the budget.



Section II. – Performance Review

Staff will be rated by their manager in each of the performance areas listed below. Employees and their manager will meet to discuss each section, why they received each rating, examples to support each rating, and if needed what the manager’s expectations are and how the employee can sustain or improve in each area.

Rating Standards:

Employees will be given ratings for each of the listed performance areas according to the following rating scale:

Performance Exceeds Expectations	<ul style="list-style-type: none"> • Work is consistently efficient, accurate, reliable and, timely; is of superior quality and goes beyond the expectation of the performance objective or core competency. • Work is a model for reflecting and supporting the values of The Ohio State University and Department of Athletics.
Performance Meets Expectations	<ul style="list-style-type: none"> • Work consistently meets the requirements of the performance objective or core competency. • Performance is of high quality; it is efficient, accurate, reliable, and timely. • Work is done in a manner that reflects the values of OSU and Department of Athletics.
Opportunity for Improvement	<ul style="list-style-type: none"> • Performance may partially meet the requirements of the performance objective or core competency. • Performance warrants considerable improvement. • Specific recommendations should be discussed in order to facilitate improvement.

Core Competencies:	Performance Exceeds Expectations	Performance Meets Expectations	Opportunity for Improvement
1. Job Knowledge:	X		
2. Productivity & Quality of Work:	X		
3. Communication:		X	
4. Teamwork:	X		
5. Personal Conduct & Accountability:	X		
6. Leadership:		X	
7. Management (if applicable):			

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Summary & Highlights from Past Year:

Won Big Ten (3 straight), went to the semi-finals! All great accomplishments but the goal is to win it all!
 I felt that everything went pretty smooth this year in regards to staff, budget and traveling..
 We started on a future project for a new building but its currently on hold because of COVID, I am hoping to get that back up and running soon as it would be something that we will need in 2-3 years

Key areas or priorities for growth / improvement / focus for the upcoming year:

I need to work on communicating to Coach Day about everything and not think he already knows certain things. I need to work on being more physically active and balancing the work/home balance.
 I need to do better to hold people accountable and being more involved with what they are doing so I can anticipate any issues that might happen. The front office needs to be managed better and held accountable for all request and per diem.
 We need to get better in that area. I need to do better

AN OVERALL RATING MUST BE DESIGNATED FOR ALL EMPLOYEES

OVERALL RATING: EXCEEDS EXPECTATION

Employee Signature: *Kyan Jay*
Manager

Manager Signature: *[Signature]*
Employee