



Performance Evaluation Form

EMPLOYEE INFORMATION

Date: _____

Employee Name: _____

Title: _____

Supervisor Name: _____

Evaluation Period: From _____ To _____

Check one:

Annual assessment

Probationary assessment

Other

PART I: JOB FUNCTIONS AND STANDARDS

Describe the job functions / duties for this position for the appraisal period. For each function, describe the expectation or standard of performance. Indicate any changes since the last appraisal.

Job function 1:

[Example: Serve as the primary point of contact for prospective applicants.]

Standards:

[Example: Applicants are responded to in a timely and assistive manner.]

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

Job function 2:

Standards:

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

Job function 3:

Standards:

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

Describe any particular areas of the job functions where the employee has excelled, could further develop, and/or needs significant improvement.

PART II: GOALS

These are the goals that the supervisor and employee established at the beginning of the appraisal period.

GOAL # 1 DESCRIPTION

[Example: Develop an organizational system for recruitment files with instructions for others to utilize when you are out of the office.]

SUMMARY / PROGRESS

[Example: The new organizational system for recruitment files has been successfully created. Colleagues have found the new system helpful and are easily able to provide coverage when others are out of the office.]

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

GOAL # 2 DESCRIPTION

SUMMARY / PROGRESS

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

GOAL # 3 DESCRIPTION

SUMMARY / PROGRESS

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

GOAL # 4 DESCRIPTION

SUMMARY / PROGRESS

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

PART III: BEHAVIORS FOR SUCCESS

Commitment to service

- Offers assistance, support, and feedback to students, employees, and external stakeholders
- Shows initiative, anticipates needs, and takes appropriate action to meet needs.
- Projects a positive, consistent image that reflects institutional values.
- Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Promotes an approach to all work as it directly or indirectly supports the school's mission.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

Commitment to forming and maintaining working relationships

- Is tactful, honest, and respectful in communications.
- Shows respect for individual differences (lifestyle, behavior, abilities, attitudes, values, and views).
- Demonstrates behaviors that embrace diversity.
- Is approachable and accessible; promotes cooperation.
- Deals maturely, discreetly and directly with conflict.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Commitment to the mission of the University and work unit

- Ensures own actions are consistent with the university's, school's, and work unit's mission.
- Assists others in solving problems and achieving common goals.
- Makes appropriate use of resources in problem solving.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

Positive approach to change and improvements

- Demonstrates receptiveness to new ideas and approaches.
- Is flexible in methods of work completion.
- Shows a willingness to try new methods; takes advantage of learning opportunities.
- Offers constructive solutions for making effective changes

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

Personal accountability for own work, words and actions

- Operates with honesty and integrity.
- Completes work in a timely manner.
- Asks supervisor to clarify expectations when necessary.
- Exercises confidentiality in all aspects of work.
- Admits mistakes and attempts to learn from them.
- Seeks opportunities for professional growth.
- Problem solves by identifying issues and initiating solutions.
- Follows through on commitments.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

Fosters a respectful, effective, and trusting work environment

(Complete this section only for those employees who supervise others)

- Manages employee performance throughout the year and provides frequent feedback.
- Empowers others to make decisions and suggest changes.
- Addresses conflict and brings to a constructive conclusion.
- Accepts responsibility for mistakes and takes corrective action.
- Invites and accepts constructive feedback.
- Uses resources efficiently.
- Leads in a way that promotes a positive work environment.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets Expectations

Exceeds Expectations

PART IV: ADDITIONAL PERFORMANCE INFORMATION

List accomplishments not already discussed in previous sections. List training and development opportunities participated in during this appraisal period including training and development in diversity, equity, and inclusion. List possible opportunities for next appraisal period:

PART V: RESOURCES & SUPPORT

List any feedback that would assist the employee reaching goals and assist in the behaviors listed for success. Or provide documentation from employee regarding resources for success and how management can assist in reaching their goals.

PART VI: GOALS FOR THE NEXT EVALUATION PERIOD

Goals can be projects to make progress on or complete, process improvement initiatives, behaviors to enhance, and/or skills that could be further developed. Include expected outcomes for the next evaluation period and indicate measures, timelines, and resources. Please identify a minimum of 3 goals.

GOAL # 1 DESCRIPTION

GOAL # 2 DESCRIPTION

GOAL # 3 DESCRIPTION

GOAL # 4 DESCRIPTION

OVERALL EMPLOYEE PERFORMANCE

Considering information from all sections of the appraisal, select the best description of the employee's performance during this appraisal period.

<u>EXEMPLARY</u>	<ul style="list-style-type: none"> • Performance consistently exceeded the communicated expectations in all essential areas of responsibility, job function or goals • Overall quality of work was excellent • Employee made an exceptional or unique contribution in support of school, college, division or University objectives • Employee demonstrated a very high degree of expertise and serves as a model of excellence or coach to other employees
SUCCESSFUL	<ul style="list-style-type: none"> • Performance consistently met the communicated expectations in all essential areas of responsibility, job function or goals • May occasionally exceed requirements • This rating conveys solid, effective performance
DEVELOPING	<ul style="list-style-type: none"> • Performance met the communicated expectations in most areas of responsibility, job function or goals • Employee is progressing and on track to achieve expectations, job functions or goals
PARTIALLY MEETING	<ul style="list-style-type: none"> • Performance did not consistently meet communicated expectations in one or more areas of responsibility, job function or goals • A professional development plan to improve performance may be recommended
NOT MEETING	<ul style="list-style-type: none"> • Performance was consistently below expectations in most areas of responsibility, job function and goals and/or reasonable progress was not made • Significant improvement is needed in one or more important area • A professional development plan to correct performance, including timelines, should be outlined and monitored to measure progress
UNABLE TO RATE / NOTRATED	<ul style="list-style-type: none"> • Not rated – not using • Criteria not being measured – comments only • Not applicable to employee's role • Not yet trained – unable to rate

I understand that my signature indicates that I have seen and discussed this evaluation with my supervisor and received a copy. My signature does not reflect my agreement to the details of this evaluation. If I disagree with any part of this evaluation, I understand that I may provide additional documentation to that effect.

Supervisor Signature

Signature Date

Employee Signature

Signature Date

Employee comments (optional):

I wish to attach additional information.

I do not wish to attach additional information.