# Evaluation Year:

|  |  |
| --- | --- |
| **Employee’s Name:** |       |
| **EID (not 80#)** |       |
| **Title:** |       |
| **Department:** |       |
| **Supervisor:** |       |
| **Next Level Supervisor:** |       |
| **Review Period:** |       |

Performance Competencies: The employee should be offered the option to complete the self-evaluation portion of this evaluation prior to the supervisor completing his or her assessment. Applicable “dimensions” of each performance category should already be listed by the evaluator on the form before the employee completes the self-evaluation.

|  |  |
| --- | --- |
| **5. Exceptional** | Performance far exceeded expectations due to exceptionally high quality of work performed in all areas of responsibility resulting in an overall quality of work that was superior or the employee made an exceptional or unique contribution in support of unit, department, or University objectives. This rating is achievable by an employee though given infrequently. |
| **4. Exceeds Expectations** | Performance consistently exceeded expectations in all *essential* areas of responsibility, and the quality of work overall was excellent. Annual goals were met. |
| **3. Meets Expectations** | Performance consistently met expectations in all *essential* areas of responsibility, and the quality of work overall was very good. The most critical annual goals were met. |
| **2. Improvement Needed** | Performance did not *consistently* meet expectations. Performance failed to meet expectations in one or more *essential* areas of responsibility, and/or one or more of the most critical goals were not met. |
| **1. Unsatisfactory** | Performance was consistently below expectations in all *essential* areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. |
| **N/A. New/Not Applicable** | Employee has not been in position long enough to have demonstrated the essential elements. The evaluator of the position will review at a later agreed upon date. |

|  |
| --- |
| **1. Quality of Work:** The quality of an employee’s work may be rated on as many as three dimensions as defined by the evaluator. Examples of quality dimensions are accuracy and thoroughness. (***If employee has leadership responsibilities, consider effectiveness in this area.)*** |
| Dimension #1:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Dimension #2:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Dimension #3:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Supervisor Rating Justification for Quality of Work:       |
| Self Evaluation:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| **2. Productivity:** The productivity of an employee’s work may be rated on as many as three dimensions as defined by the evaluator. Examples of a productivity dimensions are effective prioritization and completion of job assignments. (***If employee has leadership responsibilities, consider effectiveness in this area).*** |
| Dimension #1:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Dimension #2:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Dimension #3:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Supervisor Rating Justification for Productivity of Work:       |
| Self Evaluation:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| **3. Reliability:** The reliability of an employee may be rated on as many as three dimensions as defined by the evaluator. Examples of reliability dimensions are dependability and trustworthiness. **(If employee has leadership responsibilities, consider effectiveness in****this area).** |
| Dimension #1:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Dimension #2:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Dimension #3:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Supervisor Rating Justification for Reliability of Work:       |
| Self Evaluation:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |

|  |
| --- |
| **4. Other (Optional):** Evaluate any other performance factor not covered above. **(If employee****has leadership responsibilities, consider effectiveness in this area)** |
|        |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |
| Supervisor Rating Justification for this factor:       |
| Self Evaluation:       |  [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] NA |

# Goal Setting and Development Planning

If work goals were set at the last performance review, comment, rate, and discuss the employee’s progress toward achieving these goals.

Goal #1:

Goal #2:

Goal #3:

Goal #4:

Goal #5:

Goal #6:

# Performance Strengths and Challenges

1. What are the employee’s strengths?

1. What aspects of the work performance need to be improved?

1. Please list up to six performance goals for the forthcoming year. (Optional) 1.

2.

3.

4.

5.

6.

Overall Rating of Work Performance (Select one of the following)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1****Unsatisfactory Performance**[ ]  | **2****Improvement Needed**[ ]  | **3****Meets Expectations**[ ]  | **4****Exceeds Expectations**[ ]  | **5****Exceptional Performance**[ ]  |

# Supervisor Comments

**Employee Comments**

***This annual performance review will become part of your personnel file. Please sign below to acknowledge that you have received this document.***

|  |  |
| --- | --- |
| **Employee’s Signature:** | **Date:**  |
| **Supervisor’s Signature:** | **Date:**  |
| **Next Level Supervisor’s Signature:** | **Date:**  |
| **Additional Supervisor’s Signature:** | **Date:**  |