

Performance Evaluation

United University Professions (UUP) Employees

Employee Name: _____

State Title: _____

Campus Title: _____

Supervisor: _____

Period of Evaluation: _____

The employee will be rated on a scale of 1 (unsatisfactory) to 5 (outstanding). A description for each rating is provided below. Please take careful consideration when assessing the employee's performance.

- 1 **Unsatisfactory:** employee does not meet minimum job requirements
- 2 **Marginal:** employee meets some job requirements, but improvement is necessary
- 3 **Good:** employee effectively meets all job requirements
- 4 **Excellent:** employee meets and often and exceeds job requirements
- 5 **Outstanding:** employee consistently exceeds job requirements
- N/A: Not applicable

Effectiveness in Performance:

Dependability and Reliability (Ability to trust the individual with duties that have been assigned to them; responds to messages/inquiries in a timely fashion.)

1 2 3 4 5 N/A

Initiative and Flexibility (The degree of skill in adjusting to changing conditions and work needs; the extent to which they develop ideas and implement them.)

1 2 3 4 5 N/A

Job Knowledge (The extent to which the individual is current and accurate in knowledge and practices related to responsibilities of their position.)

1 2 3 4 5 N/A

Quality of Work (The extent to which the individual is accurate, thorough, consistent, clear, and of high merit.)

1 2 3 4 5 N/A

Comments – Effectiveness in Performance:

Professional Ability:

Communication (The individual effectively conveys what they need and expect from others within the department and with those from other areas.)

1 2 3 4 5 N/A

Leadership (Their opinions and contributions are highly represented by the department; others seek their advice, may demonstrate necessary skills to be a leader.)

1 2 3 4 5 N/A

Planning and Organization (Ability to plan, work, set priorities and goals, and meet deadlines.)

1 2 3 4 5 N/A

Creativity (Ability to execute responsibilities and approach problems in new, innovative, and original ways.)

1 2 3 4 5 N/A

Comments – Professional Ability:

Effectiveness in University Service and Continuing Growth:

Contributes to the College and College Community. (The extent to which the individual is committed to the college; the effort put forth to better the college and college community, e.g. committee work and/or campus events.)

1 2 3 4 5 N/A

Professional Development (The extent to which the individual is committed to professional growth. For supervisory level employees, the extent to which they foster professional growth among their staff. This may include new degrees earned, licenses, honors, and awards.)

1 2 3 4 5 N/A

Comments – Effectiveness in University Service and Continuing Growth:

Summary of Actual Performance: *Prepare a brief, succinct, narrative evaluation of actual performance. Evaluation should be based upon the objective and criteria established in the performance program (attach additional page(s) as necessary).*

Summary of Information from Secondary Sources:

Employee Comments (attach an additional page if necessary):

Summary Rating(circle one): Satisfactory Unsatisfactory

Does this evaluation accompany a recommendation for renewal or non-renewal of an appointment?

Does this evaluation accompany a recommendation for permanent appointment?

Yes, attach permanency recommendation form No

We have consulted and understand the significance of the above performance evaluation:

Supervisor Signature: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

Signature of Next Level Reviewer: _____ **Date:** _____

Distribution: Original - Personnel File (HR), Copies - Employee, Supervisor