

ANNUAL PERFORMANCE EVALUATION REVIEW

Employee Name:	Employee ID #:	Supervisor:
Department:	Job Title:	Evaluation Period From: _____ To: _____

Please review the [Instructions](#) and [Matrix](#) for guidance. Supervisors are also encouraged to review the [Performance Review Policy](#) and [FAQs](#).

E = Exceptional HE = Highly Effective S = Successful NI = Needs Improvement U = Unsatisfactory

Competencies and Core Job Functions	Supervisor Comments	Supervisor Rating
Knowledge of job <i>(demonstrates appropriate understanding of job duties; develops skills needed to perform job effectively; understands expectations of the job and prioritizes assignments and core job functions)</i>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
Technical skills <i>(demonstrates appropriate knowledge of equipment, software, and relevant programs needed to perform job; stays abreast of developments in area of expertise)</i>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
Quality of work <i>(completes core job functions and assignments in an accurate, thorough, and effective manner that achieves expected outcomes)</i>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<u>Productivity/quantity of work</u> <i>(completes core job functions and assignments in a timely manner and meets deadlines; uses work time productively; produces appropriate volume of work; effective time management and handling multiple tasks; follows through with assignments)</i>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U

<p>Initiative and commitment <i>(identifies and analyzes problems; offers solutions and/or suggests/implements improved methods; voluntarily assists department or colleagues; demonstrates personal responsibility when performing duties)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Work ethic <i>(demonstrates reliability, honesty, and integrity; disciplined and engaged in core job duties; demonstrates preparedness and punctuality at meetings)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Professionalism and interpersonal behavior <i>(exercises courtesy, empathy, and respect in communications and interactions with colleagues, supervisors, stakeholders, and/or customers; responds productively to constructive criticism; interacts well with customers and vendors; team player; maintains collaborative work relationship with colleagues; positive and professional demeanor (verbal and nonverbal); uses discretion)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Attendance and punctuality <i>(adheres to attendance policy - has 6 or fewer occurrences over a six-month period, excluding FMLA absences)</i></p>	<p><i>Dates of absences:</i></p> <p><i>Dates of tardies:</i></p>	<input type="checkbox"/> S <input type="checkbox"/> U
<p>Safety, security, and compliance <i>(complies with university policies; observes safety standards in the workplace; monitors, reports, and participates, as appropriate, in resolving potential safety and security issues; maintains data integrity with UJTech policies; attends required EHS annual lab safety training as applicable; completes annual compliance training); other activities may include attending university-wide safety training (e.g. Run.Hide.Fight and RISE UP., safety videos, etc.)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Service orientation <i>(responds in a timely manner to internal and external requests; effectively addresses needs of customers with efficiency, courtesy, and good judgment; proactive; adheres to department service standards)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U

	The sections below are for employees who <u>supervise</u> other employees	
<p>Establishing direction and focus <i>(develops, explains, and discusses objectives that support department and university goals; offers assistance to support the goals and objectives of the department)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Developing staff <i>(supports career development opportunities for staff; provides suggestions and opportunities for <u>staff training and development</u> as appropriate)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Managing performance <i>(provides employees with clear expectations regarding job expectations and goals; holds self and staff accountable; clear, honest, timely, and regular performance feedback; completes the <u>Annual Review</u> in a timely and effective manner)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Empowering others <i>(develops employees' ability to be successful by sharing information and empowering employees to take initiative on how objectives will be achieved and issues resolved; motivates staff to achieve their potential; delegates appropriate responsibility)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U
<p>Overall rating <i>(If competencies are not equally weighted, identify the most important and explain rationale; the relative importance of each competency may vary by position)</i></p>		<input type="checkbox"/> E <input type="checkbox"/> HE <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U

Additional comments (i.e. areas where the employee excels or where improvement is necessary): _____

Review of Past Goal(s) and Outcomes – Employee and Supervisor should complete in collaboration with each other during the Annual Review Meeting. Additional lines can be added to all goals or areas for development as needed. (Note if any goals were changed due to a shift in priority)

Previous year's goal(s)	Outcomes

Job-Related Goal(s) for Coming Year – Employee and Supervisor determine in collaboration with each other during the Annual Review Meeting.

Coming year's goal(s)	Descriptions and Measures

Professional Development Plan – Employee and Supervisor should complete in collaboration with each other during the Annual Review Meeting. Refer to the [Individual Learning Plan Template](#) for guidance.

Areas for Development	Describe Development Activities

The Supervisor and Employee have discussed this performance review.

The Employee understands signing this performance review does not indicate that they agree with all of the information in it.

Signing the performance review is an expectation indicating receipt, and does not forfeit the employee's right to file a rebuttal.

<hr/> Employee Signature Date <i>(Signature acknowledges receipt only)</i>	<hr/> Supervisor Signature Date
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