

Annual Performance Appraisal - Introduction

The University of Texas at Dallas [Policy D11-230](#) requires that all classified and administrative and professional (A&P) staff have their job performance formally evaluated on an annual basis. Any classified or A&P employee with an appointment of .25 (25%) FTE or greater and employed at UT Dallas for more than 180 days should be evaluated during the first quarter of each calendar year. The period covered by the annual review should focus on the previous calendar year.

Supervisor and employees should meet and thoroughly discuss the annual review. Upon completion of the performance review meeting, signed copies of the review will be distributed as indicated below. Employees wishing to add comments to their review may do so in the section provided or may provide a written statement. Employee statements should be provided to their supervisor, with a copy to HRM, within 20 working days of receiving their appraisal. The employee's statement will be filed with the appraisal. According to University Policy, appraisals must be submitted to HRM by the 5th working day in April. However, supervisors are encouraged to complete the appraisal as soon as schedule permits after the close of the calendar year. The following descriptions are provided to assist the supervisor in using the designated rating scale.

- 1. Consistently Below Expectations:** Routinely fails to meet expectations. Employee requires disproportionate supervision. Demonstrates a lack of adequate knowledge and the requisite competencies after sufficient time/training have been received. Performance is at a level significantly below established standards & expectations with the result that their overall contribution is marginal or substandard. *(1)*
- 2. Frequently Below Expectations:** Demonstrates a lack of adequate knowledge and the requisite competencies. Requires considerable supervision. Performance is at a level below established standards and expectations and the result is performance that does not meaningfully contribute to the overall goals. *(1)*
- 3. Occasionally Below Expectations:** Employee performance does not always meet standards or expectations. From time to time the employee requires more supervision than would normally be expected of a person in this position. Some requisite competencies and knowledge are demonstrated. Individual may still be learning the job and/or functions and requires additional time to develop. Meets most objectives and expectations but definite areas exist where performance does not meet expectations. *(2)*
- 4. Fully Meets Performance Expectations:** Employee fully meets requirements and expectations. Employee requires normal degree of supervision. Requisite job competencies and knowledge are demonstrated. Performance is solid and demonstrates a competent level of skill. Employee's contribution to the success of the team/work unit is significant.
- 5. Occasionally Exceeds Expectations:** Employee fully meets requirements and expectations and occasionally exceeds them. Employee meaningfully contributes to the success of the team/work unit; from time to time the employee requires less supervision than would normally be expected of a person in this position.
- 6. Frequently Exceeds Expectations:** Performance fully meets and often exceeds requirements and expectations. Employee requires minimum supervision. Performance is strong and demonstrates a high level of skill. Employee's contribution to the success of the team/work unit is substantial.
- 7. Consistently Exceeds Expectations:** Performance far exceeds all standards and expectations. Employee requires little or no supervision. Performance regularly and consistently results in the best possible attainment and demonstrates an extraordinary level of skill. Contribution to the success of the team/work unit is considerable and far-reaching. *(3)*

- (1)* Ratings of “consistently” or “frequently” below expectations should include specific performance/behavioral issues that justify this rating and be followed by a specific plan designed to help the employee to improve performance that will lead to a rating of “fully meets performance expectations.” Contact HRM for assistance in creating this plan.
- (2)* The annual goals section should address this rating and include standards, expectations and processes to be followed in order for the employee to improve their performance --i.e. “fully meets performance expectations.”
- (3)* A rating of “consistently exceeds expectations” should cite specific examples of performance that justifies this rating. Descriptions should include details that document why employee's performance warrants the top rating in our rating scale.

Distribution of Completed Appraisal Forms:

- Signed original retained by Supervisor/Manager.
- Signed copy to employee.
- Signed copy to HRM for inclusion in personnel file. (Send all pages, except Introduction page, to HRM)

Helpful Links:

- [Guidelines for Supervisors](#)
- [Employee Self-Evaluation Tool](#)
- [HRM web pages on the annual performance appraisal process](#)



Performance Review: Administrative & Professional Staff

Employee Name: _____ UTD ID: _____

Position Title: _____

Department: _____

Supervisor: _____ Review Date: _____

Rating Scale - See introduction page for guidelines on using this performance rating scale.

3 - Occasionally Below Expectations

2 - Frequently Below Expectations

1 - Consistently Below Expectations

4 - Fully Meets Performance Expectations

5 - Occasionally Exceeds Expectations

6 - Frequently Exceeds Expectations

7 - Consistently Exceeds Expectations

A&P Performance Factor Ratings & Comments

Rating

A. Leadership: Demonstrates leadership skills including motivation, counseling, direction of staff and resources.

B. Decision Making: Demonstrates the ability to reach firm and clearly defined decisions.

C. Planning: Demonstrates ability to plan and prepare administrative unit programs, activities and services.

D. Staff Management: Demonstrates skills in employee selection, retention, development and appraisal.

A&P Performance Factor Ratings & Comments (Continued)

Rating

E. Fiscal Management: Demonstrates effective utilization of resources, safeguarding UTD assets effective Internal Controls, Software/data security.

F. Human Relations: Demonstrates effective interpersonal skills, both with internal and external constituents.

G. Communication: Demonstrates effective verbal and written communication skills.

H. Professional Expertise: Demonstrates effective job knowledge.

I. Service Orientation: Demonstrates excellence in services provided, directed or managed.

J. Special Projects: Identify special projects, if applicable

Performance Highlights

Strengths & Competencies

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Development & Improvement Areas

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Goals and Performance Planning

Employee Development Plan

Target Goals for Performance Improvement, Development or Enhancement	Required Action Steps to Attain Targeted Goal	Proposed Date or Timeline

Performance Review Summary (A&P Staff)

(Insert Overall Rating Score In Box Below)

3 - Occasionally Below Expectations

2 - Frequently Below Expectations

1 - Consistently Below Expectations

4 - Fully Meets Performance Expectations

5 - Occasionally Exceeds Expectations

6 - Frequently Exceeds Expectations

7 - Consistently Exceeds Expectations

Supervisor Comments About Overall Rating: (Note: All ratings of either "*consistently below expectations*" (1) **or** "*consistently exceeds expectations*" (7) must be accompanied by expanded information explaining why such ratings are warranted.)

Employee Comments: Employees may add comments below or provide them at a later date (not to exceed 20 days from the date of this performance review). Comments should be written and provided to both the supervisor and Human Resources. Comments received by Human Resources will be placed in the employee's personnel file along with a copy of this performance review.

Employee's Signature: _____ **Date:** _____

NOTE TO EMPLOYEE: By signing this form, you are indicating that you have discussed this performance review with your supervisor (or his/her designee). Signing this form does not necessarily indicate that you agree with this performance evaluation.

Immediate Supervisor (Print Name): _____

Immediate Supervisor Signature: _____ **Date:** _____

Next Level Supervisor (Print Name): _____

Next Level Supervisor Signature: _____ **Date:** _____