

Annual Performance Appraisal - Introduction

The University of Texas at Dallas [UTDBP3091](#) requires that all faculty and staff have their job performance formally evaluated on an annual basis. UTD policy states, "Appraisals will be completed for those who are employed during the review period in any capacity or classification (e.g. A&P, classified, wage, temporary, or in a regular budgeted position) at any FTE level for 4.5 months or greater." The period covered by the annual review should focus on the previous calendar year. The information provided below applies to the annual appraisals for Classified and Administrative and Professional staff.

The employee and manager to whom they report should meet and 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 HR, 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 HR 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. Unsatisfactory (UN)** - Routinely fails to meet expectations. Employee requires a disproportionate amount of supervision. Demonstrates a lack of adequate job knowledge and requisite job competencies after sufficient time and training have been received. Performance is at a level below established standards and expectations with the result that their overall contribution is marginal or substandard. *(Comments must cite specific performance/behavioral issues that justify this rating and the disciplinary or performance planning needed to correct it.)*
- 2. Needs Improvement (NI)** - Employee performance does not always meet standards or expectations. Employee requires more than a normal degree of direction and supervision. Some requisite job 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 achievement is falling short of being fully successful. *(Goals should address this rating and include standards and expectations that need to be met in order to improve and the process that will be implemented in order for the employee to improve their performance.)*
- 3. Fully Successful (FS)** - Employee fully meets requirements and expectations. Employee requires a 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 is significant.
- 4. Commendable (CM)** - Performance fully meets and often exceeds requirements and expectations. Employee requires minimum supervision. Performance is strong and demonstrates a high level of skill and job competency. Employee's contribution to the success of the team is substantial.
- 5. Exemplary (EX)** - Performance far exceeds all job standards and expectations. Employee requires little or no supervision. Performance regularly approaches the best possible attainment and demonstrates an extraordinary level of skill and competency. Employee's contribution to the success of the team is extensive and consistent. *(Comments should speak to specific examples or performance that justifies this rating for each factor area rated at this level.)*

Distribution of Completed Appraisal Forms:

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

Assistance Available:

Supervisors are encouraged to take advantage of annual training and calibration sessions held during the first three months of the year. New or first time supervisors should plan on attending one of these sessions. For consultation or questions about the annual review process at UT Dallas, please contact the Office of Human Resources (972-883-2221).

Helpful Links:

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



Performance Review: Administrative & Professional

Employee Name: _____ UTD ID: _____
 Position Title: _____
 Department: _____
 Supervisor: _____ Review Date: _____

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

UN - Unsatisfactory NI - Needs Improvement FS - Fully Successful CM - Commendable EX - Exemplary

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.

Employee Name & ID:

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

Employee Name & ID:

Performance Highlights

Strengths & Competencies

Development & Improvement Areas

[Empty box for Strengths & Competencies]

[Empty box for Development & Improvement Areas]

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 |
| | | |

Employee Name & ID:

Performance Review Summary (A&P)

Overall Performance Rating:

UN - Unsatisfactory **NI** - Needs Improvement **FS** - Fully Successful **CM** - Commendable **EX** - Exemplary

Supervisor Comments About Overall Rating: (Note: An overall rating of either "*Unsatisfactory*" or "*Exemplary*" requires 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:** _____