

EMPLOYEE INFORMATION

Name: Title:
 Dept: UC Hire Date:
 Time in position: Years Months Evaluation Period: From Through

SUPERVISOR INFORMATION

Name: Supervised employee for: Years Months

POSITION DESCRIPTION/GOALS AND EXPECTATIONS

See job description and previous year's goals and expectations.

RATING SCALE

- | | |
|---|---|
| <p>Exceptional (E) Performance exceeds expectations in all areas of responsibility. Remarkable achievement and pacesetting performance.</p> <p>More Than Satisfactory (MS) Performance exceeds expectations.</p> <p>Satisfactory (S) Performance meets expectations.</p> | <p>Needs Improvement (NI) Performance does not meet expectations.</p> <p>Unacceptable (U) Performance falls substantially short of expectations.</p> <p>Not Applicable (N/A) The employee is not required to perform in a specific rating factor, and it cannot be measured.</p> |
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PERFORMANCE RATING

Evaluate each of the performance factors below. (For those factors not evaluated, please check 'not applicable') Comments are recommended for all ratings, but are required for ratings of 'Needs Improvement' or 'Unacceptable'. Please refer to the first section the [Performance Factors and Campuswide Standards Guidelines](#) for further definition of performance factors.

Rating Factors

Performance Factor

N/A E MS S NI U

Position Expertise

Effectiveness with which the employee applies professional/managerial/technical and/or non-technical skills and knowledge to the job.

Approach To Work

Characteristics the employee demonstrates while performing job assignments including creativity, flexibility, initiative, planning and organization, time management, commitment to diversity, ethical behavior, process improvement, and/or professional development.

Rating Factors

Performance Factor

N/A	E	MS	S	NI	U
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Quality Of Work

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Manner in which the employee completes job assignments including accuracy, responsiveness, follow-through, judgment, decision making, reliability, and compliance assurance.

Quantity Of Work

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Employee’s success in producing the required amount of work including priority setting, productivity, and timeliness.

Communication Skills

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Effectiveness of the employee in transmitting information including confidentiality, facilitation/participation in sharing information, and oral and written expression.

Interpersonal Skills



Effectiveness of the employee's interactions in responding to and working with others, including interactions with co-workers, supervisors(s), faculty, students and/or the community.

Large empty light blue rectangular area for providing feedback or comments for Interpersonal Skills.

Supervisory/Leadership Skills — Applies to managers, supervisors, or leads.

A. Supervision



Provides oversight, direction, recognition and development opportunities, and addresses performance problems.

Large empty light blue rectangular area for providing feedback or comments for Supervision.

B. Leadership & Management



Communicates a vision, sets unit goals, develops strategies and takes action to ensure the efficient stewardship of University resources (operational, financial, and human).

Large empty light blue rectangular area for providing feedback or comments for Leadership & Management.

Rating Factors

Performance Factor

N/A	E	MS	S	NI	U
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Other Factors — If necessary, additional performance factors may be established. Evaluate the additional factor(s) by checking the appropriate box to the left of each factor. Comments are required for ratings of 'Needs Improvement_' or 'Unacceptable.'

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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CAMPUSWIDE PERFORMANCE STANDARDS

The UCR Campuswide Performance Standards include: UCR Principles of Community, UC Ethical Values and Standards of Ethical Conduct, Diversity, Health & Safety, and Service Orientation. Please refer to the second section of the [Performance Factors and Campuswide Standards Guidelines](#) for a detailed description of each standard. Unsatisfactory performance in any area must be *addressed*.

- Satisfactory performance has been demonstrated in all UCR campuswide performance standards.
- Satisfactory performance has not been demonstrated in all UCR campuswide performance standards.

Campuswide Performance Standards Comments :

OVERALL PERFORMANCE RATING

Place an 'X' in the box which describes the employee's overall performance rating.

<input type="checkbox"/> Exceptional	<input type="checkbox"/> More Than Satisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
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COMMENTS

ACTION PLANS/TRAINING AND DEVELOPMENT GOALS

List performance objectives, specific projects, or training and development plans for the next review period. Describe other plans/actions dictated by the appraisal.

EMPLOYEE COMMENTS/RESPONSES

Optional. If employee wishes to do so, any comments concerning the appraisal may be indicated in this section.

EMPLOYEE SIGNATURE

Employee

I have read and discussed this appraisal with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree or disagree with either the appraisal or the contents.

Signature: _____ Date: _____

DEPARTMENT SIGNATURES

Supervisor

Signature: _____ Date: _____

Department Head

Signature: _____ Date: _____