



University of Medicine and Dentistry of New Jersey

COMPETENCY-BASED PERFORMANCE APPRAISAL EXEMPT AND NON-EXEMPT STAFF

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| Employee Name: <input type="text"/> | University ID: <input type="text"/> |
| Position Title: <input type="text"/> | |
| Unit/School: <input type="text"/> | Department: <input type="text"/> |
| Appraisal Type: Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Reappraisal <input type="checkbox"/> | Evaluation Period: From <input type="text"/> To <input type="text"/> <small>Month/Year Month/Year</small> |

INSTRUCTIONS:

1. Check the rating box that corresponds to your assessment of performance using the Performance Rating Guidelines below.
2. Complete the Assessment of Goals section.
3. Review your ratings and comments and make a determination of the staff member's overall performance using the Overall Rating Guidelines on page four.
4. Place the corresponding number (1, 2, 3, 4, or 5) that best describes your assessment of overall performance in the Evaluation Summary on page four.
5. Complete the narrative sections and discuss the evaluation with the employee.
6. Allow the employee to record his/her comments. Give the employee a copy of the evaluation.
7. Attach the job specific Competency-Based Job Description/Performance Evaluation to this form. If there is a change in salary, attach a completed Staff Information Adjustment Form. Forward the forms to your campus Human Resources Department.

PERFORMANCE RATING GUIDELINES:

- ③ This rating is reserved for those who consistently excel in their job performance. It indicates that performance is well beyond that which can be expected from most staff members.
- ② This rating is used for staff members who perform their jobs well and are fully competent. It indicates that performance meets and may exceed expectations.
- ① This rating is used when performance falls below an acceptable level. It indicates that the staff member is not performing as expected and that improvement is necessary.

UNIVERSITY STANDARDS AND EXPECTATIONS

RATING 1 2 3

- Maintains a level of attendance and punctuality necessary to meet the responsibilities for the job.
- Maintains a professional image in keeping with the job's responsibilities.
- Conserves University resources through the proper utilization of staff, materials and equipment.
- Demonstrates work habits that contribute to a safe work environment.
- Considers and incorporates the culture-specific needs of others in order to work with customers from a variety of racial, ethnic and socioeconomic backgrounds.
- Protects the confidentiality of all University information. Yes No
- Has documented compliance with all University policies and requirements concerning infectious disease prevention and control, including tuberculosis and Hepatitis B. Yes No

CUSTOMER SERVICE STANDARDS AND EXPECTATIONS

RATING 1 2 3

- Takes the initiative to understand the needs of all customers.
- Meets customer expectations for service.
- Uses feedback to improve customer service.
- Identifies barriers that inhibit service and works to remove them.
- Holds self responsible for service excellence.
- Acts courteously, compassionately and responsively to all customers.
- Positively represents the school/unit to all customers.

ASSESSMENT OF GOALS:

Discuss the extent to which the staff member met established goals for the evaluation period.

EVALUATOR:

1. Discuss the performance strengths and accomplishments of this staff member during the performance period.

2. Identify developmental needs for this individual, and how you can assist with performance improvement. Include training recommendations and job-related activities that will provide opportunities for growth.

3. Identify any performance or project goals you have set for the coming year.

OVERALL RATING GUIDELINES:

- ⑤ This staff member has made significant contributions to advance the position of the department and/or University toward excellence and prominence. Only a small percentage of staff members who exhibit uniform excellence and initiative will receive this rating.
- ④ This staff member has been instrumental to the department's success and has performed in an exemplary manner. Performance frequently exceeds expectations.
- ③ This staff member is proficient. Performance is what is expected of a fully qualified and experienced person.
- ② This staff member occasionally fails to exhibit proficiency. Improvement is necessary to meet the expectations for acceptable performance.
- ① This staff member has serious deficiencies in key areas. Performance fails to meet expectations and is not acceptable.

EVALUATION SUMMARY:

Enter the number using the Overall Rating Guidelines that best represents your overall rating of this member's performance during the evaluation period.

OVERALL RATING:

Increase in salary (if applicable): Yes No N/A Amount:

If reappraisal is recommended, indicate date:
mm dd yy

STAFF MEMBER:

Provide your thoughts on this evaluation and plans for professional growth.

Note: Staff member's signature indicates the appraisal was discussed. It does not necessarily denote agreement.

Staff Member's Signature: _____

Date: / /
mm dd yy

EVALUATOR:

I certify that I have reviewed the most current, HR approved Job Description for the position on which this performance appraisal is based, and it accurately reflects the employee's job responsibilities.

Evaluator's Name: _____ **Signature:** _____

Date: / /
mm dd yy

Next Level Manager's Name: _____ **Signature:** _____

Date: / /
mm dd yy