

# Instructions for Alternative Performance Evaluation Form

Revised 2/9/2016



**DIVISION OF RESEARCH**  
TEXAS A & M UNIVERSITY

**Authorization:** If approved by the department head and dean, the Alternative Performance Evaluation Form may be used in accordance with Standard Administrative Procedure 33.99.03.M0.01 to meet the requirements for position description review and acknowledgement, for creating a performance plan, and to assess employee performance. Certain information from the form must be uploaded into the PATH system by the supervisor or other user.

## Rating Factors:

Fill out the evaluation form using the following ratings:

**Exemplary:** The employee's performance significantly and consistently surpassed job performance standards when measured by quality, quantity and value to the institution.

**Exceeds Expectations:** The employee's performance frequently surpassed job performance standards when measured by quality, quantity and value to the institution. The work produced overall added value to the institution.

**Achieves:** The employee's performance met job performance expectations when measured by quality, quantity and value to the institution and was consistent and reliable.

**In Development/Improvement Needed\*:** The employee's performance is still in development and/or did not consistently achieve job performance standards when measured by quality, quantity and value to the institution.

**Unsatisfactory\*:** The employee's performance was consistently below expectations when measured by quality, quantity and value to the institution. Immediate corrective action is necessary.

*\*Comments are required for any rating of In Development/Improvement Needed or Unsatisfactory.*

## Overall Performance Rating:

This rating is required. It will be entered in the PATH system.

## Performance Plan:

The supervisor and employee establish performance goals associated with job duties, behavioral competencies, and overall objectives. Each goal/objective should include a title, explanation of the objective, completion date and resources needed for completion.

## Position Description Review:

The employee's position description (PD) must be reviewed by the supervisor and the employee. Any applicable changes based on current duties or changes to duties for the coming year should be made at this time.

## Evaluation Delivery:

The supervisor and employee should meet to discuss and sign the performance evaluation. A copy should be given to the employee, and the employee should be allowed to attach a response or comments.

## Final Steps:

Follow your department's procedures for documenting the PD review, evaluation, and goals in the PATH system.

University SAP 33.99.03.M0.01 requires that the performance plan be documented in the PATH system; this may be done by entering a note that a performance plan is on file rather than entering goals into the system. The SAP also requires that the evaluation be uploaded and that the overall rating be entered into PATH. A supervisor or designated other user must enter the required information into PATH; the employee must acknowledge these items in PATH, and the supervisor or other user must close the evaluation in PATH.

**For Questions:**  
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# 2016 Alternative Performance Evaluation Form for Research Staff



**DIVISION OF RESEARCH**  
TEXAS A & M UNIVERSITY

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
College/Dept./Unit: \_\_\_\_\_

<i><b>Rating Factors</b></i>	<i><b>Rating</b></i>	<i><b>Comments (attach additional page if necessary)</b></i>
Quality of Work and Compliance		
Productivity and Reliability		
Job Knowledge		
Safety		
Cooperation and Diversity		
Employee Development (Supervisors Only)		
Were Previous Year's Performance Goals met?		
Training		
<b>Overall Performance Rating</b>		

**2016-2017 Performance Plan:** List goals/objectives and expected completion dates. Attach additional page if necessary.

**Position Description Review:** The employee's position description has been reviewed and:

*I have reviewed this performance evaluation. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with the assessment. I understand that I may attach written comments if desired.*

X \_\_\_\_\_  
Supervisor Date

☐ Written comments from employee are attached.

X \_\_\_\_\_  
Employee Date

X \_\_\_\_\_  
If required, next-level supervisor Date

After the supervisor and employee have met, discussed and signed the performance evaluation, the supervisor should:

☐ Give a copy of the signed evaluation to the employee.

☐ **Prior to the May 31 deadline**, follow departmental procedures for uploading information into the PATH system, in accordance with University Standard Administrative Procedure 33.99.03.M0.01.

☐ Save an electronic copy of the 2016-2017 performance plan. This may be uploaded separately in PATH.