



## Classified Employee Performance Evaluation

### Evaluation for:

Employee name

Job classification title

Internal position title

Department

School, College, Division

Employment date for current position

Most recent date hired at UGA (continuous service)

Type of evaluation     annual     probationary     termination     other

Period of evaluation from                      to

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### Instructions for completing the form:

The supervisor completes the evaluation based on the employee's performance for the entire rating period. For annual evaluations, the rating period is January through December.

1. Section I—General Work Characteristics: Select the rating for each work characteristic that best describes the employee's job performance. Comments are optional. If improvements is needed, document in Section IV A, Performance Improvement Objectives.
2. Section II—Job Responsibilities: List the tasks/responsibilities most important for successful performance of the employee's job (normally 80% of the tasks/responsibilities from the position description). Work standard is to be completed for each task/responsibility. Each work standard should clearly communicate the performance expectations and provide clear and concise directions for the employee to use in managing daily performance. Actual performance for each task must be noted. Performance of job responsibilities shall be evaluated based on how well the employee has met the established work standard and will be given the following ratings:
  - Exceeds Requirements: Work performance that clearly and consistently surpasses the work standard for the task throughout the rating period.
  - Meets Requirements: Work performance that competently meets the work standard for the task.
  - Needs Improvement: Work performance that sometimes fails to meet the work standard for the task; must be documented in Section IV A, Performance Improvement Objectives.
  - Unsatisfactory: Work performance that clearly and consistently fails to meet the work standard for the task throughout the rating period; must be documented in Section IV A, Performance Improvement Objectives.
3. Section III—Evaluation Summary: Select ratings for overall job performance from choices given by considering all of the work factors from Sections I and II. Supervisor comments are required if the overall job performance level is unsatisfactory. This section may also be used for comments on the employee's promotion potential. Employee should answer the questions pertaining to discussion of position description and performance dimensions to be evaluated.
4. Section IV—Employee Development: Optional if all job responsibilities meet or exceed requirements.
  - A. Performance Improvement Objectives: Complete this section for each general work characteristic in Section I needing improvement, and from Section II, complete for each task/responsibility that has been rated as "needs improvement" or "unsatisfactory"; specify a course of action to guide future improvement of the employee.
  - B. Personal Development Objectives: Supervisor and employee discuss and identify specific objectives designed to expand the employee's job-related skills, knowledge, and abilities.
5. Section V—Employee Self Evaluation: Optional
  - A. Update credentials; document outstanding accomplishments and service.
  - B. Make suggestions for improving job conditions and/or solving work problems. (Examples: new equipment or other changes in the work environment that might increase efficiency.)
6. Signatures: At the conclusion of the evaluation conference, which must be completed by January 31, the form must be signed by both the supervisor and the employee. An employee's signature does not reflect agreement with the assessment, only that the employee was given the opportunity to discuss the official review with the supervisor. In organizations where there is a second supervisor who has a general knowledge of the employee's performance, the evaluation may be reviewed and signed by that supervisor.

## SECTION I - GENERAL WORK CHARACTERISTICS

General work characteristics are factors which apply to all employees.

Select rating for each general work characteristic; comments are optional. Consider job performance throughout the evaluation period.

1. **Attendance & punctuality.** Consider number of absences, work arrival and departures, lunch periods and breaks, use of annual and sick leave in accordance with University policy. The employee:

- Has difficulty in attendance or punctuality.
- Demonstrates adequate attendance and punctuality.
- Is consistently present and on time.

Comments

2. **Dependability.** Consider the extent to which the employee can be counted on to carry out instructions and responsibilities (the degree of supervision necessary to complete work). The employee:

- Must be very closely supervised to complete work assignments.
- Carries out instructions and responsibilities with close supervision.
- Carries out work assignments with expected degree of independence and efficiency.
- Carries out work assignments with exceptional degree of independence and efficiency.

Comments

3. **Interpersonal relations.** How well does the employee get along with other individuals in the performance of job duties? Consider effectiveness of relations with co-workers, subordinates, supervisor and if applicable, students, faculty, staff and the public in the handling of position responsibilities. Consider the employee's cooperativeness, tact and courtesy. The employee:

- Has difficulty in relating to others; is not readily cooperative.
- Relates to others fairly well; works better with some persons than others.
- Works well with others; facilitates cooperation.
- Is very effective interpersonally; works extremely well with others.

Comments

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## SECTION II - JOB RESPONSIBILITIES

Job responsibilities are rated based on how well the employee met the work standards discussed at the beginning of the evaluation period.

Consider as many or as few responsibilities as are necessary to ensure successful job performance. Attach additional pages if needed. Include employee's name on any additional pages.

1. Task/responsibility:

Work standard:

Actual performance:

- exceeds requirements     meets requirements     needs improvement     unsatisfactory

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2. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements    meets requirements    needs improvement    unsatisfactory

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3. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements    meets requirements    needs improvement    unsatisfactory

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4. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements    meets requirements    needs improvement    unsatisfactory

### SECTION III - EVALUATION SUMMARY

Evaluation summary is an overall rating and should include both supervisor and employee comments.

Select rating for overall job performance; consider all of the work factors from Sections I & II. Supervisor comments are required if the overall job performance level is unsatisfactory. This section may also be used for comments regarding the employee's promotional potential. Attach additional pages if needed.

#### OVERALL JOB PERFORMANCE

exceeds requirements     meets requirements     needs improvement     unsatisfactory

Supervisor comments

1. This employee supervises others     yes     no

2. If yes, this employee has been evaluated on (check any and all that apply)

- supervision
- evaluation procedures
- adherence to non-discrimination policies

#### TO BE COMPLETED BY THE EMPLOYEE BEING EVALUATED:

1. I was given the opportunity to review and discuss my position description.

yes     no

2. I was given the opportunity to review and discuss the job responsibilities and work standards to be rated during the next evaluation cycle.

yes     no

3. If the position description was revised for the upcoming year, I received an updated copy.

yes     no     no revisions

Comments on this performance evaluation (optional)

## SECTION IV - EMPLOYEE DEVELOPMENT

Sections IV and V are optional if performance on all job responsibilities meets or exceeds requirements. The employee should be encouraged to participate fully in the evaluation process and to make written comments and suggestions for improving performance or solving problems related to work performance. Attach additional pages if needed.

### A. Performance improvement objectives

Identify areas from Sections I and II where improvement in job performance is needed and specify action plans recommended to achieve successful work standard.

Performance area

Action plan

Performance area

Action plan

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### B. Personal development objectives

Identify specific objectives and action plans designed to expand the employee's job-related skills, knowledge, and abilities. May also include the employee's career goals and objectives.

Goal/objective

Action plan

Goal/objective

Action plan

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## SECTION V - EMPLOYEE SELF-EVALUATION (optional)

A. Update credentials, document outstanding accomplishments and service.

B. Suggest ideas to improve job conditions and/or solve work problems. Example: new equipment or procedures that would increase efficiency.

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## SIGNATURES

Supervisor (evaluator) \_\_\_\_\_ Date \_\_\_\_\_

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

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**Additional tasks/responsibilities**

(Duplicate this blank form as necessary)

Employee name

5. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements    meets requirements    needs improvement    unsatisfactory

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6. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements    meets requirements    needs improvement    unsatisfactory

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7. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements    meets requirements    needs improvement    unsatisfactory

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8. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements    meets requirements    needs improvement    unsatisfactory