

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*

RATING SCALE

Exceptional (E) Performance exceeds expectations in all areas of responsibility. Remarkable achievement and pacesetting performance.

More Than Satisfactory (MS) Performance exceeds expectations.

Satisfactory (S) Performance meets expectations.

Needs

Improvement (NI) Performance does not meet expectations.

Unacceptable (U) Performance falls substantially short of expectations.

Not

Applicable (N/A) The employee is not required to perform in a specific rating factor, and it cannot be measured.

REVIEW OF ESSENTIAL FUNCTIONS AND PROJECTS

Describe the essential functions and projects that the employee has undertaken during this appraisal cycle. Provide a rating and supporting comments, as appropriate. Comments are required for ratings of “Needs Improvement” or “Unacceptable.” Indicate “see attached” if more space is needed.

Rating	Essential Functions and Projects	Comments
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GOAL ACCOMPLISHMENT FOR PERIOD OF THIS APPRAISAL

State goals identified in the previous appraisal cycle and rate according to the following scale. Provide a rating and supporting comments, as appropriate. Comments are required for ratings of “Needs Improvement” or “Unacceptable.” Indicate “see attached” if more space is needed.

Rating Factor	Goal	Comments
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CAMPUSWIDE PERFORMANCE STANDARDS

The *Campuswide Performance Standards* (CPS) include: UCR Principles of Community, UC Ethical Values and Standards of Ethical Conduct, Diversity, Health & Safety, and Service Orientation Please review the CPS 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 Standard Comments:

OVERALL PERFORMANCE RATING

Place an “X” in the box which describes the employee’s overall performance rating.

- Exceptional More Than Satisfactory Satisfactory Needs Improvement Unacceptable

COMMENTS

GOAL/PROJECT ACCOMPLISHMENT FOR COMING YEAR

State goals/projects identified to be accomplished during the next or coming year's appraisal cycle. Provide a brief statement as to how these goals/projects will support the mission of the department/unit. Indicate "see attached" if more space is needed.

How do the goals/projects identified below support the mission of the department/unit?

Goal	Comments

DEVELOPMENT GOALS

Please use the *Individual Development Plan* form to identify development that sustains, improves and builds performance, and enables the employee to contribute to organizational effectiveness.

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: _____