

## Staff Employee Performance Evaluation

Evaluation form applicable for staff employees represented by UAPD (Unit 1); CSUEU (Units 2, 5, 7, 9); SETC (Unit 6); SUPA (Unit 8); and Confidential (C99) Employees

Date:	Name:	Empl ID:	Original Hire Date:
This evaluation is for the time period from:      to		Classification Title:	Department/Division/College:
<input type="checkbox"/> <b>Probationary</b> As outlined below for each respective unit	<input type="checkbox"/> <b>Permanent Employee</b> Annual	<input type="checkbox"/> <b>Temporary Employee</b> Each appointment/minimum one per year	<input type="checkbox"/> <b>Other</b>
<b>UAPD</b> Frequency of evaluations shall be sufficient to make timely recommendation prior to the end of the probationary period	<b>CSUEU</b> <input type="checkbox"/> 3rd Month <input type="checkbox"/> 6th Month <input type="checkbox"/> 11th Month	<b>SETC</b> <input type="checkbox"/> 6th Month <input type="checkbox"/> 11th Month	<b>SUPA</b> <input type="checkbox"/> 6th Month <input type="checkbox"/> 9th Month <input type="checkbox"/> 12th Month
<b>CONFIDENTIAL</b> <b>Non-Academic, one-year period</b> (Confidential Office Support/ Confidential Technical Support/Legal Assistant/Legal Secretary/Paralegal) <input type="checkbox"/> 6th Month <input type="checkbox"/> 12th Month <b>Administrative, two year period</b> (Confidential Administrative Support/Presidential Aide) <input type="checkbox"/> 6th Month <input type="checkbox"/> 12th Month <input type="checkbox"/> 18th Month <input type="checkbox"/> 24th Month Note: part-time service does not count toward probationary period.			

Were tasks and responsibilities described by the position's job description reviewed by both the employee and evaluator?  Yes  No  
Is this job description current?  Yes  No *If no, please update Form 120 and forward to Human Resources with this performance evaluation.*

<b>PERFORMANCE REVIEW REPORT</b> Please check box in appropriate column.	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Requires Improvement*</b>	<b>Comments</b> Attach additional sheets if necessary.	<b>Not Applicable</b>
<b>1. Job Knowledge</b> Demonstrates the knowledge and skills necessary to perform the essential functions of the job description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>2. Quality of Work</b> Demonstrates accuracy, thoroughness and efficiency; understands goals and completes assignments within reasonable timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>3. Problem-Solving</b> Demonstrates analytical and problem-solving skills; recognizes, diagnoses, and resolves routine problems independently; considers policies, procedures, and long term ramifications of decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>4. Organizational Skills</b> Demonstrates ability to plan, organize and coordinate job duties in a manner that efficiently and effectively achieves desired work goals/objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>5. Teamwork</b> Demonstrates ability to foster a supportive work environment by establishing and maintaining effective working relationships within a diverse population.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>6. Flexibility and Adaptability</b> Demonstrates ability to handle changing demands and uncertainty; can respond quickly to problems; receptive to learn new techniques and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>7. Interpersonal Skills</b> (Customer service, Communication, Integrity and Trust, Professionalism) Easily understood by others; able to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

communicate clearly; demonstrates active listening skills; demonstrates integrity and professionalism; is trustworthy; demonstrates tact and courtesy in discussions with others.				
<b>8. Supervision of Others</b> Promotes a positive work environment; regularly communicates with employees, delegates tasks and motivates/leads others to achieve or exceed unit goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL PERFORMANCE:</b>	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Requires Improvement*	<i>*Please explain how employee is not meeting expectations with specific example(s) in Evaluator Comments Box.</i>

Rating Definitions
<p><b><u>Exceeds Expectations</u></b> Performance exceeds expectations due to exceptional quality of work performed in all <i>essential</i> areas of responsibility resulting in an overall quality of work that is excellent, and/or includes the completion of a major goal/project, and/or makes an exceptional or unique contribution in support of unit, department, or University objectives. Meets annual goals or exceeds expectations.</p>
<p><b><u>Meets Expectations (Satisfactory):</u></b> Performance consistently meets expectations in all <i>essential</i> areas of responsibility and the quality of work is satisfactory overall. The most critical annual goals are met.</p>
<p><b><u>Requires Improvement:</u></b> Performance does not <i>consistently</i> meet expectations. Performance fails to meet expectations in one or more <i>essential</i> areas of responsibility, and/or one or more of the most critical goals are not met. Overall quality of work needs improvement. Performance is consistently below expectations in most <i>essential</i> areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in any important areas. A professional development plan may be necessary to improve performance.</p>

<b>Evaluator's Comments Regarding Performance Review:</b>
<b>Evaluator's Statement (Future Performance Objectives, Plans and Goals):</b>

<b>Evaluator Name/Title (Please print)</b>	<b>Evaluator Signature</b>	<b>Date</b>
<i>Evaluator: By signing this form you are certifying your status as an MPP Administrator or their designee.</i>		

Date evaluation draft given to employee for review: _____	Evaluator Initials _____	Employee Initials _____
Date Evaluator discussed evaluation with employee: _____	Evaluator Initials _____	Employee Initials _____

**For CSUEU represented employees:** Time elapsed between these two dates should not exceed ten (10) business days (CSUEU Article 10.10).  
**All other units:** Time elapsed between dates should not exceed five (5) business days.

<b>Appropriate Administrator's Comments</b> (May be Director/Department Head or Chair; Dean/Division Head; Provost/Vice President):
-------------------------------------------------------------------------------------------------------------------------------------

<b>Administrator Name/Title (Please print)</b>	<b>Administrator Signature</b>	<b>Date</b>
------------------------------------------------	--------------------------------	-------------

**Employee Comments (Attach additional sheets as necessary):**

---

**Employee Signature**

**Date**

**Employee:** This signature indicates neither agreement nor disagreement with this evaluation but it does indicate that you have read the evaluation and it has been discussed with you. Please return original form to your immediate supervisor for submission to Human Resources.