

Date: _____ Name: _____ Empl ID: _____ Original Hire Date: _____
 Classification Title: _____ Department/Division/College: _____

This evaluation is for the time period from: _____ to: _____

Probationary as outlined below for each respective unit.	Permanent Employee Annual	Temporary Employee Each appointment/minimum one per year.	Other
UAPD	CSUEU	SETC	SUPA
Frequency of evaluations shall be sufficient to make timely recommendation prior to the end of the probationary period.	3 rd Month 6 th Month 11 th Month	6 th Month 11 th Month	6 th Month 9 th Month 12 th Month

Rating Definitions

Exceeds Expectations

Performance exceeds expectations due to exceptional quality of work performed in all essential 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.

Meets Expectations (Satisfactory):

Performance consistently meets expectations in all essential areas of responsibility and the quality of work is satisfactory overall. The most critical annual goals are met.

Requires Improvement:

Performance does not consistently meet expectations. Performance fails to meet expectations in one or more essential 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 essential 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.

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 and forward to Human Resources with this performance evaluation).

Performance Review Report Please check the box in the appropriate column.	Exceeds Expectations	Meets Expectations	Requires Improvement	Comments Please explain how employee is not meeting expectations with specific example(s).	Not Applicable
1. Job Knowledge Demonstrates the knowledge and skills necessary to perform the essential functions of the job description.					
2. Quality of Work Demonstrates accuracy, thoroughness, and efficiency; understands goals and completes assignments within reasonable timeframes.					

<p>3. Problem-Solving</p> <p>Demonstrates analytical and problem-solving skills; recognizes, diagnoses, and resolves routine problems independently; considers policies, procedures, and long-term ramifications of decisions.</p>				
<p>4. Organizational Skills</p> <p>Demonstrates ability to plan, organize and coordinate job duties in a manner that efficiently and effectively achieves desired work goals/objectives.</p>				
<p>5. Teamwork</p> <p>Demonstrates ability to foster a supportive work environment by establishing and maintaining effective working relationships within a diverse population.</p>				
<p>6. Flexibility and Adaptability</p> <p>Demonstrate ability to handle changing demands and uncertainty; can respond quickly to problems; receptive to learn new techniques and procedures.</p>				
<p>7. Interpersonal Skills</p> <p>(Customer service, Communication, Integrity, and Trust, Professionalism) Easily understood by others; able to communicate clearly; demonstrates active listening skills; demonstrates integrity and professionalism; is trustworthy; demonstrates tact and courtesy in discussions with others.</p>				
<p>8. Attendance</p> <p>Consider the employee's work attendance and punctuality. Observe the number of unexcused absences or excessive absenteeism and/or patterned absences. Also, consider when tardiness is held to a minimum and is with good cause.</p>				
<p>9. Safety</p> <p>Adherence to and support of federal, state, and university safety standards and practices. Follows work safety procedures when operating equipment, machinery, and/or vehicles. Properly inspects equipment, machinery, and/or vehicles before use. Proactive in dealing with safety conditions or situations.</p>				
<p>10. Supervision of Others</p> <p>Promotes a positive work environment; regularly communicates with employees, delegates tasks, and motivates/leads others to achieve or exceed unit goals.</p>				
<p>Overall Performance:</p>	<p>Exceeds Expectations</p>	<p>Meets Expectations</p>	<p>Requires Improvement</p>	

Manager's Comments Regarding Performance Review:

Manager's Statement (Future Performance Objectives, Plans, and Goals):

Manager's Name/Title (please print)	Manager's Signature	Date
Date evaluation draft given to Employee for review	Manager's Initials:	Employee Initials:
Date Manager discussed evaluation with Employee	Manager's Initials:	Employee Initials:

For CSUEU represented employees: Time elapsed between these two dates should not exceed ten (10) business days (CSUEU Article 10.9).
All other units: Time elapsed between dates should not exceed five (5) business days.

Appropriate Administrator's Comments (May be Director/Department Head; Dean/Division Head; Provost/Vice President):

Administrator Name/Title (please print)	Administrator Signature	Date
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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.