# **Performance Evaluation**

Classified Employees

Information in this document is written or reviewed by the supervisor and discussed with the employee at the end of the evaluation cycle.

**The Performance Evaluation is separate from the Employee Work Profile / Performance Plan.**

|  |  |
| --- | --- |
| Employee/Position Identification Information | |
| **Position Number**: | **Agency Name & Code; Division/Department**: |
| **Employee Name**: | **Employee ID Number:** |

|  |  |
| --- | --- |
| Core Responsibilities - Results Achieved - Comments on Results Achieved | |
| **Core Responsibility 1:** | **Enter Core Responsibility 1 here.** |
| **Self-Rating:** | **Employee Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Supervisor Rating:** | **Supervisor Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Core Responsibility 2:** | Enter Core Responsibility 2 here. |
| **Self-Rating** | **Employee Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Supervisor Rating:** | **Supervisor Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Core Responsibility 3:** | Enter Core Responsibility 3 here. |
| **Self-Rating** | **Employee Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Supervisor Rating:** | **Supervisor Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Core Responsibility 4:** | Enter Core Responsibility 4 here. |
| **Self-Rating** | **Employee Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Supervisor Rating:** | **Supervisor Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Core Responsibility 5:** | Enter Core Responsibility 5 here. |
| **Self-Rating** | **Employee Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Supervisor Rating:** | **Supervisor Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Core Responsibility 6:** | Enter Core Responsibility 6 here. |
| **Self-Rating** | **Employee Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |
| **Supervisor Rating:** | **Supervisor Comments:** |
| Extraordinary Contributor  Contributor  Below Contributor |  |

|  |  |
| --- | --- |
| Performance Factors | Agency Performance Factors - Comments on Results Achieved |
| **Leadership**  Extraordinary Contributor  Contributor  Below Contributor | * Delegates and coordinates effectively and shows sense of responsibility. * Ensures the implementation of programs that will motivate and develop employees. * Promotes innovation in achieving organizational and departmental goals. * Administers change effectively. |
| **Communications**  Extraordinary Contributor  Contributor  Below Contributor | The extent to which the employee effectively expresses ideas orally or in writing as required to perform the job. |
| **Attendance/Punctuality**  Extraordinary Contributor  Contributor  Below Contributor | The extent to which attendance and/or punctuality support performance at the expected level. |
| **Safety**  Extraordinary Contributor  Contributor  Below Contributor | The extent to which the employee follows established safety practices or corrects unsafe work practices on the job. |
| **Interpersonal Skills**  Extraordinary Contributor  Contributor  Below Contributor | The extent to which the employee establishes effective working relationships when dealing with supervisors, co-workers, clients, and/or customers. |
| **Planning/Analytical Skills/Decision Making**  Extraordinary Contributor  Contributor  Below Contributor | The extent to which the employee demonstrates the skills to analyze and solve problems. This refers to the gathering of information, weighing of consequences, and soundness of decisions. |
| **Customer Service**  Extraordinary Contributor  Contributor  Below Contributor | The extent to which the employee determines the requirements, needs, expectations, and preferences of internal and external customers to build effective operations and maintain satisfactory and loyal relationships with customers. |
| **Promoting EEO/AA**  Extraordinary Contributor  Contributor  Below Contributor | Maintains personal and organizational / developmental commitment to equal opportunity. |
| **Professionalism / Ethical Conduct**  Extraordinary Contributor  Contributor  Below Contributor | Trustworthy, good steward of entrusted resources, demonstrates integrity in compliance with codes, laws, regulations, policies, and procedures, adheres fairly to decisions, and respects professional rights of other. |
| **Procurement Responsibility**  Extraordinary Contributor  Contributor  Below Contributor | Diversity commitment encompasses efforts to support supplier diversity through selection of certified, small, woman-owned, and minority owned firms for university business. |
| Professional Development Results | |
| **Professional Development Accomplishments:** | |

|  |  |  |
| --- | --- | --- |
| Overall Results Assessment and Rating Earned | | |
| An employee receiving an overall rating of "Below Contributor" must have received at least one Notice of Improvement Needed/Substandard Performance form during the performance cycle.  An employee who earns an overall rating of “Below Contributor” must be reviewed again within three months.  An employee receiving an overall rating of "Extraordinary Contributor" must have received at least one Acknowledgment of Extraordinary Contribution form during the performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of “Extraordinary Contributor” for that performance cycle. | | |
|  |  |  |
|  | Overall Rating Earned Extraordinary Contributor  Contributor  Below Contributor |  |

|  |  |  |
| --- | --- | --- |
| Review of Performance Evaluation | | |
| Supervisor’s Comments: | Signature:  Print Name: | Date: |
| Reviewer’s Comments: | Signature:  Print Name: | Date: |
| Employee’s Comments:  I was given the option of completing a self-assessment:     Yes             No  I completed a self-assessment:  Yes            No | Signature:  Print Name: | Date: |