

## PERFORMANCE EVALUATION FORM INSTRUCTIONS

- 1) When you open the Evaluation in Adobe Reader, go to the menu and click “File” then “Save As.” Choose where you want to save the form. Save in following format: **Type of Evaluation- Employee Number-Last Name, First Name MI-Date of Evaluation (yyyy-mm-dd format).pdf**
  - o Example: Annual Evaluation-0123456-Smith, John A-2011-07-11.pdf
  - o This will need to be done separately for each employee.
- 2) Review entire form prior to beginning evaluation process to determine whether employee should be rated in the GENERAL DUTIES (sections 1 -5) or both GENERAL and LEADER DUTIES (sections 1 -9).
- 3) Complete all blocks detailing Employee Name, Title, Purpose of Evaluation, etc.
- 4) Rate employee on each trait from dropdowns and provide comments to support rating where necessary. The Goals and Objectives section is optional.
- 5) Go to File -> Print to print document for conversation with employee.
- 6) Employee, Supervisor and Department Head should sign evaluation.
- 7) Make two copies of the form, one for your records and one for the employee’s records.
- 8) Completed evaluation should be uploaded online using the following web application — [here](#).  
*Please note that you will not be turning in paper forms to HR Records, but uploading completed evaluations to the previously mentioned web application.*

**NOTE: Employee may complete a Self Evaluation on the same form; however, it is not mandatory. Employee may also attach a separate document, if s/he prefers.**

## PERFORMANCE EVALUATION FORM

<b>Appraisal Period From:</b>	<b>Appraisal Period To:</b>	<b>Date:</b>

<b>Employee Name:</b>	<b>Employee ID Number:</b>	<b>Job Title:</b>
<b>Supervisor Name:</b>	<b>Supervisor ID Number:</b>	<b>Job Title:</b>
<b>Organization:</b>	<b>Date of Hire:</b>	<b>Years in Present Job:</b>

### PURPOSE

The Performance Evaluation Form is used to objectively measure an employee's job performance. The evaluation is a written record of the employee's job performance and facilitates communication between supervisor and employee. The process should be used to motivate an employee and identify the area(s) of employee strength, those that need improvement and establish job performance, training and development goals for the coming year. A periodic review of the employee's work performance by the supervisor gives everyone a better understanding of the employee's capabilities and contributions to the department and UAB.

### RATING SCALE

Failed to Meet Expectations	Significantly below criteria required for successful job performance/behavior
Met Some Expectations	Generally did not meet criteria relative to quality and quantity of job performance/behavior required
Met Expectations	Met criteria relative to quality and quantity of job performance/behavior required
Met All and Exceeded Some Expectations	Generally exceeded criteria relative to quality and quantity of job performance/behavior required
Exceeded All Expectations	Significantly above criteria required for successful job performance/behavior

## GENERAL DUTIES (1-5)

**1. Job Knowledge, Skills & Judgment:** Demonstrates knowledge of the tasks, procedures, processes, equipment, etc. necessary to effectively perform the job. Recognizes issues, problems, or opportunities and uses logical and sound judgment in determining appropriate course of action. Includes others in the decision making process as needed.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Comment:**

**2. Quality of Work:** Demonstrates accuracy and quality of work in general; ensures thoroughness, neatness, completeness of work. Adheres to the organization's quality standards.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Comment:**

**3. Productivity, Efficiency & Dependability:** Effectively manages one's time and resources to ensure that work is completed efficiently and at expected levels of output. Displays commitment to the job by being available for work, doing it properly and completing it on time without complaint. Promotes teamwork by respecting and encouraging team members. Volunteers to work with others to get the job done.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Comment:**

**4. Communication:** Exhibits effective and appropriate verbal and written communication skills, listening skills. Checks understanding and presents information in a way that enhances understanding.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Comment:**

**5. Other:** Other area of focus for this position that is not reflected above to assist in assessing employee performance.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Comment:**

*This section is to be completed for management level positions only.*

### LEADER DUTIES (6-9)

**6. Decision Making:** Identifies and understands issues, problems, and opportunities. Uses logical and sound judgment to make optimal decisions in a timely manner.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations
- Not Applicable

**Comment:**

**7. Planning & Organizing:** Sets and/or executes the appropriate goals/vision for the department. Facilitates the implementation and acceptance of change. Analyzes work, develops plans of action, clearing obstacles or situations as needed, demonstrates good utilization of time. Understands the functions of the jobs within the department. Ensures employees have tools and resources to effectively carry out expectations of the job(s). Manages continuous improvement and quality processes.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations
- Not Applicable

**Comment:**

**8. Personnel Management:** Effectively and efficiently manages staff for assigned areas to ensure commitment to diversity, adequate staffing, communication, training, evaluation, and discipline. Creates a motivating climate, achieves teamwork. Develops talent, skills and competencies of staff. Empowers individuals and team, measures work in progress, solicits ideas from employees. Delegates according to individual's skill, knowledge, abilities. Provides timely feedback (positive and corrective) as needed/required.

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations
- Not Applicable

**Comment:**

**9. Fiscal Management:** Identifies and understands issues, problems, and opportunities. Uses logical and sound judgment to make optimal decisions in a timely manner.

**Rating (select one):**

1-Failed to Meet Expectations

2-Met Some Expectations

3-Met Expectations

4-Met All and Exceeded Some Expectations

5-Exceeded All Expectations

Not Applicable

**Comment:**

### GOALS AND OBJECTIVES (Optional)

**Previous Year:** Specify any Goals and Objectives attributed to the job from the previous year.

**Comment:**

**Upcoming Year:** Specify any Goals and Objectives attributed to the job for the upcoming year.

**Comment:**

## OVERALL RATING

**Rating (select one):**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Comment:**

Your signature below does not necessarily signify your agreement with the appraisal; it simply means that the appraisal has been discussed with you.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Date**

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