
Performance Program Evaluation United University Professions (UUP) Employees

Employee Name: _____

State Title: _____

Campus Title: _____

Supervisor: _____

Period of Evaluation: _____

The employee will be rated on a scale of 1 (unsatisfactory) to 5 (outstanding). A description for each rating is provided below. Please take careful consideration when assessing the employee's performance.

- 1 **Unsatisfactory:** employee does not meet minimum job requirements
 - 2 **Marginal:** employee meets some job requirements, but improvement is necessary
 - 3 **Good:** employee effectively meets all job requirements
 - 4 **Excellent:** employee meets and often and exceeds job requirements
 - 5 **Outstanding:** employee consistently exceeds job requirements
- N/A: Not applicable

Effectiveness in Performance:

Dependability and Reliability (Ability to trust the individual with duties that have been assigned to him/her; responds to messages/inquiries in a timely fashion.)

1 2 3 4 5 N/A

Initiative and Flexibility (The degree of skill in adjusting to changing conditions and work needs; the extent to which he/she develops ideas and implements them.)

1 2 3 4 5 N/A

Job Knowledge (The extent to which the individual is current and accurate in knowledge and practices related to responsibilities of his/her position.)

1 2 3 4 5 N/A

Quality of Work (The extent to which the individual is accurate, thorough, consistent, clear, and of high merit.)

1 2 3 4 5 N/A

Comments – Effectiveness in Performance:

Professional Ability:

Communication (The individual effectively conveys what he/she needs and expects from others within the department and with those from other areas.)

1 2 3 4 5 N/A

Leadership (His/her opinions and contributions are highly represented by the department; others seek his/her advice, may demonstrate necessary skills to be a leader.)

1 2 3 4 5 N/A

Planning and Organization (Ability to plan, work, set priorities and goals, and meet deadlines.)

1 2 3 4 5 N/A

Creativity (Ability to execute responsibilities and approach problems in new, innovative, and original ways.)

1 2 3 4 5 N/A

Comments – Professional Ability:

Effectiveness in University Service and Continuing Growth:

Contributes to the College and College Community. (The extent to which the individual is committed to the college; the effort put forth to better the college and college community, e.g. committee work and/or campus events.)

1 2 3 4 5 N/A

Professional Development (The extent to which the individual is committed to professional growth. For supervisory level employees, the extent to which he/she fosters professional growth among his/her staff. This may include new degrees earned, licenses, honors, and awards.)

1 2 3 4 5 N/A

Comments – Effectiveness in University Service and Continuing Growth:

Summary of Actual Performance: *Prepare a brief, succinct, narrative evaluation of actual performance. Evaluation should be based upon the objective and criteria established in the performance program (attach additional page(s) as necessary).*

Summary of Information from Secondary Sources:

Employee Comments (attach an additional page if necessary):

Summary Rating (circle one): Satisfactory Unsatisfactory

We have consulted and understand the significance of the above performance program evaluation:

Supervisor Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

Signature of Employee: _____ Date: _____

Distribution: Original - Personnel File, Copies - Employee, Supervisor