

## THE UNIVERSITY OF ALABAMA ANNUAL EMPLOYEE PERFORMANCE EVALUATION Comprehensive Form

EMPLOYEE NAME (FIRST, MI, LAST): \_\_\_\_\_

CWID : \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

PERIOD OF EVALUATION: From: May 1, \_\_\_\_\_ To: March 31, \_\_\_\_\_

TIME IN CURRENT POSITION: \_\_\_\_\_

### PART I - INSTRUCTIONS TO RATER

Listed below are five performance factors, seven behavioral traits, and five supervisory factors that are important in the performance of the employee's job. Performance factors and behavioral traits must be utilized for all employees. The supervisor factors should be utilized only for employees with supervisory responsibilities.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits and supervisory factors, if applicable. *An employee receiving an overall performance rating of (1) Unacceptable should be placed on a Performance Improvement Plan. Contact your HR Partner to obtain a copy of that form and for instructions on how to proceed.*

**NOTE:** A rating of (1) Unacceptable, (2) Needs Improvement or (4) Exceeds Expectations requires comments.

<b>DISTRIBUTION INSTRUCTIONS</b>	<ol style="list-style-type: none"> <li>1. Return the original form to Human Resources Business Partners 1670 Ruby Tyler Parkway/Box 870126.</li> <li>2. Maintain one copy for your departmental records.</li> <li>3. Distribute one copy to the employee.</li> </ol>
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<b>MARKING INSTRUCTIONS</b>	<ol style="list-style-type: none"> <li>1. The supervisor should indicate the employee's performance by using one <b>check box</b> next to the appropriate level of performance.</li> </ol>
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employee's performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

## PART II - PERFORMANCE FACTORS

1. **Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job effectively consistent with departmental standards.**

Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations  
 1                       2                       3                       4

Comments:

2. **Quality of Work - Consider how effectively the employee performs their job duties. Does the employee demonstrate accuracy, neatness, thoroughness and adherence to standards and safety rules?**

Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations  
 1                       2                       3                       4

Comments:

3. **Quantity of Work – Consider how effectively the employee performs their job duties. Does the employee meet productivity expectations, demonstrate the ability to manage several responsibilities, and perform work within established timelines?**

Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations  
 1                       2                       3                       4

Comments:

4. **Work Habits** – Consider the extent to which the employee consistently complies with established work rules, organizational policies, procedures and practices.

<b>Unacceptable</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

5. **Communication** - Consider the employee's effectiveness in communicating with others. Does the employee express ideas clearly (both orally and/or in writing), listen well and respond appropriately?

<b>Unacceptable</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

### **PART III - BEHAVIORAL TRAITS**

1. **Dependability** – Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; arrive on time for meetings and appointments; and follow instructions and procedures?

Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations  
 1                       2                       3                       4

Comments:

2. **Cooperation** – Consider how well the employee interacts with co-workers and supervisors as a contributing team member. Does the employee demonstrate consideration, maintain rapport, and willingly assist others?

Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations  
 1                       2                       3                       4

Comments:

3. **Initiative** – Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations  
 1                       2                       3                       4

Comments:

4. **Adaptability – Consider how well the employee accepts new ideas and approaches to work and responds appropriately to constructive feedback.**

**Unacceptable**      **Needs Improvement**      **Meets Expectations**      **Exceeds Expectations**  
 1                       2                       3                       4

**Comments:**

5. **Judgment – Consider how well the employee effectively analyzes problems, identifies appropriate solutions, and initiates timely and decisive action.**

**Unacceptable**      **Needs Improvement**      **Meets Expectations**      **Exceeds Expectations**  
 1                       2                       3                       4

**Comments:**

6. **Attendance – Consider the number of absences and use of annual and sick leave in accordance with University policy. Approved absences (to include but not limited to those under Family Medical Leave or Military Leave) should not be a consideration or commented on in the evaluation process.**

**Unacceptable**      **Needs Improvement**      **Meets Expectations**      **Exceeds Expectations**  
 1                       2                       3                       4

**Comments:**

7. **Punctuality – Consider work arrival and departure in accordance with departmental and University policy. Approved absences (to include but not limited to those under Family Medical Leave or Military Leave) should not be a consideration or commented on in the evaluation process.**

**Unacceptable**      **Needs Improvement**      **Meets Expectations**      **Exceeds Expectations**  
 1                       2                       3                       4

**Comments:**

## PART IV – SUPERVISORY FACTORS (IF APPLICABLE)

1. **Leadership** – Consider how well the employee demonstrates effective supervisory skills; gains respect and cooperation; inspires and motivates others; and leads the work group toward common goals.

Unacceptable    Needs Improvement    Meets Expectations    Exceeds Expectations  
1                      2                      3                      4

Comments:

2. **Delegation** – Consider how effectively the employee demonstrates the ability to assign work, monitor progress and provide constructive feedback in order to accomplish objectives.

Unacceptable    Needs Improvement    Meets Expectations    Exceeds Expectations  
1                      2                      3                      4

Comments:

3. **Planning and Organizing** – Consider how effectively the employee plans and organizes work. Does the employee anticipate future needs, identify appropriate priorities, coordinate with others and carry out assignments effectively within established time and resource constraints?

Unacceptable    Needs Improvement    Meets Expectations    Exceeds Expectations  
1                      2                      3                      4

Comments:

4. **Administration – Consider the employee's performance of day-to-day administrative tasks. Does the employee consistently perform university, division, college or departmental administrative responsibilities in a timely and accurate manner? These responsibilities could include time-keeping, leave reporting, performance management, budgeting and regulatory compliance duties.**

**Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations**  
 1                       2                       3                       4

**Comments:**

5. **Personnel Management - Consider how well the employee recruits, manages and develops their employees. Does the employee create and maintain a fair work environment and model appropriate behavior? Do they set clear expectations, provide feedback, maintain accountability and resolve work-related employee issues/concerns? Do they provide opportunities for professional development and career growth?**

**Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations**  
 1                       2                       3                       4

**Comments:**

**PART V - OVERALL PERFORMANCE**

**Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and, if applicable, supervisory factors. Please check one box.**

**Unacceptable      Needs Improvement      Meets Expectations      Exceeds Expectations**  
 1                       2                       3                       4

**Comments:**

**SIGNATURES**

Rater: \_\_\_\_\_

Date: \_\_\_\_\_

Rater's Name (print): \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer's Name (print): \_\_\_\_\_

Reviewer/Dean's Office: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer's Name (print): \_\_\_\_\_

**PART VI - TO THE EMPLOYEE:**

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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