

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: April 30,** _____

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.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to Human Resources 1670 Ruby Tyler Parkway/Box 870126. 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using one check box next to the appropriate level of performance.
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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 and this employee's use of established techniques, materials and equipment as they relate to performance.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations
 1 2 3 4

Comments:

2. **Quality of Work** – Does the employee complete assignments meeting quality standards? Consider 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 the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations
 1 2 3 4

Comments:

4. **Work Habits – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.**

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

Comments:

5. **Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?**

Unacceptable **Needs Improvement** **Meets Expectations** **Exceeds Expectations**
 1 2 3 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; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations
 1 2 3 4

Comments:

2. **Cooperation** – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

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 the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

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

Comments:

5. **Judgment** – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

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

Comments:

6. Attendance – Consider number of absences, 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 Acceptable

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 Acceptable

Comments:

PART IV - SUPERVISORY FACTORS (IF APPLICABLE)

1. Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations
 1 2 3 4

Comments:

2. Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations
 1 2 3 4

Comments:

3. Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations
 1 2 3 4

Comments:

4. **Administration – How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?**

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

1

2

3

4

Comments:

5. **Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?**

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: _____