



## (C99) CONFIDENTIAL EMPLOYEES PERFORMANCE EVALUATION FORM

Employee Name:	Department:	Working Title:
Classification:	Evaluation Period: From - To -	Type of Appraisal: <input type="checkbox"/> Annual <input type="checkbox"/> Other – please explain

### EVALUATION RATINGS AND CRITERIA:

#### INSTRUCTIONS:

This form is to be used to evaluate Confidential employees. Evaluations are conducted annually. An evaluator wishing to evaluate an employee more often should check the “Other” box under Type of Appraisal. Provide examples to document ratings. Attach additional sheets if needed. Record the overall performance in the section titled “Overall Evaluation”, taking into account all factors and total performance over the period being evaluated. The “Overall Evaluation” should **not** be viewed as an average of all areas rated since the value applied to the factor(s) may vary depending on the duties assigned to the position.

Development Needed = DN	Successful = S	Exceeds Expectations = EE
Performance standards are not fully achieved; employee needs to improve performance during the next appraisal period (e.g., 12 months)	Work is fully satisfactory; employee consistently meets and occasionally may exceed performance standards. <b><i>This represents the expected level of performance as established by the supervisor.</i></b>	Work is fully satisfactory and often exceeds performance standards.

<p><b>Job Knowledge/Functional and Technical Skills</b></p> <ul style="list-style-type: none"> <li>• Has achieved required level of knowledge and skills in position-related areas</li> <li>• Applies knowledge and skills to meet job requirements</li> <li>• Keeps up to date in all relevant knowledge and skills areas to meet job requirements</li> </ul>	<p><b>Rating</b></p>
<b>Examples that Support Rating</b>	
<p><b>Service Orientation</b></p> <ul style="list-style-type: none"> <li>• Actively seeks information to understand customers' circumstances, problems, needs, and expectations</li> <li>• Shares information with customers to build their understanding of issues and capabilities</li> <li>• Responds quickly to meet customer needs and resolve problems</li> <li>• Seeks opportunities to improve services to meet customer needs</li> </ul>	
<b>Examples that Support Rating</b>	
<p><b>Interpersonal Communication</b></p> <ul style="list-style-type: none"> <li>• Relates well to all people - internally and externally to the Department/Division/Campus</li> <li>• Establishes rapport; builds and maintains effective working relationships</li> <li>• Practices attentive and active listening</li> <li>• Uses diplomacy and tact; can diffuse high-tension situations comfortably</li> </ul>	
<b>Examples that Support Rating</b>	

<p><b>Initiating Action</b></p> <ul style="list-style-type: none"> <li>• Readily takes action consistent with department objectives</li> <li>• Looks for and takes advantage of opportunities to act beyond what is required</li> <li>• Takes independent actions when appropriate</li> <li>• Volunteers readily</li> <li>• Suggests methods and procedures to improve departmental operation</li> </ul>	<p><b>Rating</b></p>
<b>Examples that Support Rating</b>	
<p><b>Organizing and Planning</b></p> <ul style="list-style-type: none"> <li>• Prioritizes multiple activities and assignments effectively and adjusts as appropriate</li> <li>• Determines tasks and secures appropriate resources to get things done.</li> <li>• Uses time effectively and stays focused to ensure work is completed</li> <li>• Meets commitments and deadlines consistently</li> </ul>	
<b>Examples that Support Rating</b>	
<p><b>Quality of Work</b></p> <ul style="list-style-type: none"> <li>• Accurately and carefully follows process/procedures for completing work</li> <li>• Ensures a high-quality output of work (resulting in minimal acceptable/zero errors)</li> <li>• Attentive to all details and aspects of a job or process to ensure a complete, high quality output</li> </ul>	
<b>Examples that Support Rating</b>	

<p><b>Work Habits</b></p> <ul style="list-style-type: none"> <li>• Conducts work within the established (and accepted) department/division practices</li> <li>• Conducts work according to the established and approved work schedule</li> <li>• Demonstrates professionalism and workplace etiquette</li> </ul>	<p><b>Rating</b></p>
<b>Examples that Support Rating</b>	
<p><b>Decision Making</b></p> <ul style="list-style-type: none"> <li>• Identifies issues, problems and opportunities and determines that action is needed</li> <li>• Probes all relevant sources to better understand problem, issue or opportunities</li> <li>• Analyzes information and generates options for addressing issue, problem or opportunity</li> <li>• Chooses appropriate action by evaluating options and considering implications in a timely manner</li> <li>• Involves others as needed to ensure quality and commitment of decision</li> </ul>	
<b>Examples that Support Rating</b>	
<p><b>Composure</b></p> <ul style="list-style-type: none"> <li>• Maintains effective performance under pressure</li> <li>• Copes effectively and develops effective approaches to deal with pressure or stress</li> <li>• Presents a positive disposition and maintains constructive interpersonal relationships when under stress</li> </ul>	
<b>Examples that Support Rating</b>	

<b>Working with Others</b> <ul style="list-style-type: none"><li>• Works well with others to achieve higher performance</li><li>• Treats others with dignity, respect, and fairness</li><li>• Creates a climate in which employees want to do their best</li><li>• Serves as a positive role model</li><li>• Operates with integrity, honesty and courage</li></ul>	<b>Rating</b>
<b>Examples that Support Rating</b>	

**GOALS AND OBJECTIVES ASSIGNED FOR THE PAST YEAR**

Discuss progress toward achievement of goals during the past year.

**GOALS AND OBJECTIVES FOR NEXT YEAR**

Mutually develop performance goals for the next appraisal period. Identify areas for growth. If performance is in need of improvement, work with Human Resources to establish an improvement plan at this time. The plan should include new goals as well as a commitment to improve performance in those areas that need improvement.

**RESOURCES NEEDED TO ACHIEVE GOALS AND OBJECTIVES**

For example, Professional development/training, budget, FTE, equipment, allocated time, mentoring, coaching, support, travel and approvals.

**POSITION DESCRIPTION REVIEW**

- Current position description generally reflects the duties of the position.
- Current position description is not accurate and needs to be reviewed and updated.

**EMPLOYEE/SUPERVISOR COMMENTS**

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**EMPLOYEE SIGNATURE/SUPERVISOR SIGNATURE**

Employee Signature		Supervisor Signature	
Employee Name		Supervisor Name	
Date		Date	