



Non-Classified Employee Performance Evaluation Form

Purpose

The University of Arkansas at Little Rock recognizes the importance of effective performance management as a means of achieving both institutional and employee success. To that end, the University strives to ensure a meaningful, productive and comprehensive performance management process which should include the following:

- Strategic alignment of employees' performance and institutional priorities
- Clearly defining standards, expectations and measures of success
- Outlining training and professional development objectives
- Facilitating and promoting productive engagement
- Addressing performance deficiencies and setting forth corrective action (where appropriate)
- Serving as one element for performance based merit increases (when funding for such is available)

While completing an annual evaluation is only one facet of overall performance management, it is a very important process. Employees and supervisors should work collaboratively to ensure that performance standards and expectations for success are clearly communicated and understood. Employees should actively engage throughout the process by offering input regarding goals, professional development interests, etc.

Instructions

- Sections A – C: Supervisors are encouraged to complete sections A through C based on their perspective/observations and, where appropriate/feasible, also have the employee complete a self-evaluation of those same performance factors. To the extent possible, final evaluation ratings should be based upon a collaborative discussion of the two assessments.
- Sections D and E: Employees and supervisors should work together to identify performance standards, goals and/or professional development activities which meet individual and/or organizational objectives.
- Sections F and G: The overall rating will calculate automatically. The rating supervisor will check the box if the employee's overall rating is below expectations or unsatisfactory, and then consult with the Department of Human Resources to prepare and attach a Performance Improvement Plan (PIP).
- Sections H and I: Supervisors are encouraged to share any thoughts and/or attach any relevant document(s) as part of the process. Employees are allowed to add comments and may request a reasonable amount of time to review/sign.
- Section J: Employees and supervisors should sign the completed evaluation form and forward the document to the reviewing official (supervisor's supervisor). The reviewing official should feel free to request clarification or obtain any additional information as deemed appropriate.

A full rating period for evaluations is April 1 through the last day of March of each year. Completed original evaluations should be submitted to the Department of Human Resources. The due date for evaluations is March 31. Early submissions are acceptable and encouraged (the recommended submission time is March 1-15). Please contact the Department of Human Resources for any questions or assistance at hqs-personnel@ualr.edu.

Performance Rating Information

The following ratings must be used to ensure commonality of language and consistency on overall ratings. Detailed comments must be provided in the supervisor's comments section to justify ratings of "5-Outstanding," "4-Exceeds," "2-Below Expectations, and "1-Unsatisfactory").

5 Outstanding	Performance is consistently superior
4 Exceeds Expectations	Performance is routinely above job requirements
3 Meets Expectations	Performance is regularly competent and dependable
2 Below Expectations	Performance fails to meet job requirements on a frequent basis
1 Unsatisfactory	Performance is consistently unacceptable

Employee Information

Employee Name:		T Number:	
Department:			
State Title:		Functional Title:	
Rating Period:			
Supervisor's Name:		T Number:	

A. Position Duties and Responsibilities

Check the appropriate box below regarding the job description.

No changes.

Job description will be updated in PeopleAdmin for the next rating period.

Position Duties and Responsibilities - *From the PeopleAdmin job description, list the position duties in order of importance with most important first. Rate the employee's performance using the rating scale from the instructions page. Review with the employee each performance factor used to evaluate their work performance. You may attach additional pages to list job descriptions that will not fit on this form. They should be numerated in the same manner and employee must initial the attached page.*

Ratings
1,2,3,4,5

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

<i>Continued ... Position Duties and Responsibilities</i>		Ratings 1,2,3,4,5
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
Duties and Responsibilities Rating		

B. Core Competencies

Job Competencies – Evaluate the employee's knowledge, skills, abilities, and/or commitments when performing their job duties.		Ratings 1,2,3,4,5
1.	Job Knowledge - Demonstrates level of proficiency in the principles and practices for the position by effective use and application of information, processes, procedures, materials, techniques, etc., required for the job.	
	Comments:	
2.	Quality of Work - Demonstrates accuracy, completeness, and follow-through of work with few to no errors or omissions.	
	Comments:	
3.	Productivity - Demonstrates ability to produce quality work in relation to the amount of work required for the position within given or reasonable time limits.	
	Comments:	
4.	Planning/Organizing - Demonstrates abilities to manage varying work demands by evaluating goals and objectives, developing efficient methods, and utilizing available resources to establish priorities.	
	Comments:	
5.	Initiative - Demonstrates self-starting abilities, resourcefulness, and creativity as applied to the duties of the position, department and university.	
	Comments:	
6.	Problem Solving - Demonstrates ability to interpret correctly a situation and make sound evaluations and produce good practical decisions.	
	Comments:	
7.	Adaptability/Flexibility - Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment. Demonstrates openness to new organizational structures, procedures and/or technology.	
	Comments:	
8.	Cooperation/Teamwork - Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.	
	Comments:	

<i>Continued ... Job Competencies</i>		Ratings 1,2,3,4,5
9.	Customer Service - Anticipates, monitors and meets the needs of customers and responds appropriately. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service to all employees and students of the University.	
	Comments:	
10.	Interpersonal/Communications Skills - Demonstrates a value for good interpersonal relationships and effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness and respect regarding the ideas and thoughts of others.	
	Comments:	
11.	Dependability - Demonstrates consistent punctuality, regularity in meeting deadlines, and performing work without close supervision.	
	Comments:	
12.	Code of Ethics - Performs work and maintains interpersonal relationships with integrity and honesty. Demonstrates commitment to adhering to policies and procedures.	
	Comments:	
Core Competencies Rating		

C. Supervisory (if applicable)		
Supervisors – Evaluate additional factors for employees with supervisor responsibilities.		Ratings 1,2,3,4,5
1.	Diversity Initiatives - Demonstrates effectiveness in promoting and implementing the principles and policies that support the University's diversity and affirmative action goals.	
	Comments:	
2.	Leadership - Demonstrates the ability to set realistic expectations; encouraging efficient, productive performance; providing good managerial example; inspiring enthusiasm for professional goals; and interpersonal communication skills.	
	Comments:	
3.	Delegating - Identifies and utilizes capabilities of people and resources, distributing work, and regulating work flow.	
	Comments:	

<i>Continued ... Supervisory (if applicable)</i>		Ratings 1,2,3,4,5
4.	Development of Subordinates - Displays aspects such as providing career development resources and offering guidance; communicating priorities, goals and objectives; and giving clear task instructions.	
	Comments:	
5.	Monitoring - Demonstrates ability for insuring that assignments are completed accurately and on time; setting priorities, goals, and objectives, etc.	
	Comments:	
6.	Personal Credibility - Demonstrates concern to be perceived as responsible, reliable and trustworthy. Is committed to completing tasks. Respects the confidentiality of information shared by others and is honest and forthright. Carries fair share of the workload and takes responsibility for his/her own mistakes.	
	Comments:	
Supervisory Factors Rating		

D. Achievements & Accomplishments		
<i>Identify goals set for last evaluation period and progress made on each. You may attach additional pages if needed. Employee must initial attachment.</i>		
1.	Goal/Objective:	
	Achievement:	
2.	Goal/Objective:	
	Achievement:	
3.	Goal/Objective:	
	Achievement:	

E. Goals/Future Plans/Professional Development

Identify goals, objectives, and/or plans for professional development for next rating period and include a plan of how the employee and supervisor will achieve these goals. You may attach additional pages if needed. Employee must initial attachment.

1.	Goal/Objective:	
	Plan:	
2.	Goal/Objective:	
	Plan:	
3.	Goal/Objective:	
	Plan:	

F. Overall Evaluation Rating Summary

The Overall Evaluation Rating is an average of totals from Sections A, B, and C above. This will calculate automatically.
5 - Outstanding; 4 - Exceeds Expectations; 3 - Meets Expectations (Satisfactory); 2 - Below Expectations; 1 - Unsatisfactory

Overall Evaluation Rating: _____

G. Performance Improvement Plan (PIP) IF APPLICABLE.

*If an employee's **overall** performance is below expectations or unsatisfactory, a performance improvement plan **should be developed and used as a tool to improve the employees performance.** This should include addressing knowledge/skill deficiencies adversely affecting the employee's success. A Performance Improvement Plan (PIP) should be attached to this Performance Evaluation. Supervisors should consult with the Department of Human Resources **prior** to issuance of a PIP.*

H. Supervisor Comments

Supervisor Comments (attach additional pages if needed):

I. Employee Comments

Employee Comments (attach additional pages if needed):

J. Signatures

I certify that my rating supervisor has discussed my performance rating with me and I have received a copy of the final rating document. By signing my overall rating document, I am not implying agreement nor disagreement with the overall rating. I understand that I may request a formal review of my overall rating in accordance with Office of Personnel Management rules and regulations.

Employee Signature

Date

I certify that I have personally prepared this rating and have discussed it with the Reviewing Official prior to discussion with the employee.

Supervisor Signature

Date

I certify that I have reviewed this rating and have discussed it with the employee's supervisor.

Review Official Signature

Date