



Name:

Job Title:

Manager:

Evaluated By:

Workday Performance Review

Organization: UALR |

Location: University of Arkansas at Little Rock

Rating Period: -

Instructions

If at any point you need assistance with completing the performance review, please refer to the training materials on performance reviews in Workday Learning or reach out to your HR Partner. If permanent changes to job responsibilities are needed, please refer to the edit position restrictions training materials in Workday Learning.

Rating	Description
Unsatisfactory	Performance generally fails to meet job expectations or requires frequent, close supervision of employee.
Needs Improvement	Performance meets some job expectations but does not fully meet remainder.
Satisfactory	Performance meets all essential job expectations. Occasionally exceed management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.
Above Average	On a regular basis, performance is characterized by high quality work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.
Exceeds Standards	Performance consistently exceeds position requirements, goals, and management expectations. Resourcefulness and depth of program and technical knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievement.

Responsibilities

Please use job responsibilities listed on the employee's job description to fill in the following ten responsibility fields. You may need to combine similar responsibilities to fit within the provided ten spaces.

You must assign a "Weight" value for each responsibility and the total weight must add up to 100%. You can validate the total weight on page 4 referencing the "Total Weight" field.

You must also provide a comment for all responsibilities listed. To disable the comment field requirement, please re-populate the corresponding responsibility field with "Please enter Job Responsibility from Job Description." If any other value is used in a responsibility field, then the corresponding comment field remains required.

#1

Weight:

Manager Evaluation

Rating:

Comment:

#2

Weight:

Manager Evaluation

Rating:

Comment:

#3

Weight:

Manager Evaluation

Rating:

Comment:

#4

Weight:

Manager Evaluation

Rating:

Comment:

#5

Weight:

Manager Evaluation

Rating:

Comment:

#6

Weight:

Manager Evaluation

Rating:

Comment:

#7

Weight:

Manager Evaluation

Rating:

Comment:

#8

Weight:

Manager Evaluation

Rating:

Comment:

#9

Weight:

Manager Evaluation

Rating:

Comment:

#10

Weight:

Manager Evaluation

Rating:

Comment:

Section Summary

Manager Evaluation

Overall Rating:

Total Weight :

Number of Responsibilities Listed:

Performance Review and Planning

Section I - Reviewing the Job Requirements: Note any important changes in your job responsibilities since your last performance review. Also note changes you see occurring in the next 12 months that are likely to affect your job responsibilities.

Manager Evaluation _____

Response:

Section II - Major Contributions or Accomplishments: Note the significant contributions since your last performance review. These accomplishments may include important projects or objectives completed, new ideas successfully implemented, or improvements that resulted in a decrease in mistakes, more met deadlines, improved quality of work, or increased customer satisfaction with the work.

Manager Evaluation _____

Response:

Section III - Obstacles to Effective Job Performance: Note anything that happened that made your performance less effective or efficient. Obstacles may come from resource limitations, the performance of subordinates or others, breakdowns in communication, personal attitudes or behaviors, or factors that are beyond your direct control. Note any suggestions you have for removing these obstacles.

Manager Evaluation

Response:

Section IV - Objectives and Future Plans: Make notes concerning your performance plan for next year. Your ideas will serve as the basis for the objectives you and your manager will develop for the coming year. Here are some important questions to keep in mind: How satisfied are you with the quality of work you produced? Are there ways you could do the work that would decrease mistakes, better meet deadlines, improve the quality of the work, or increase customer satisfaction? In terms of technology, what do you need now, and what will you need in the future? What problems do you think should be addressed in the department? What can be done to reduce costs, serve the client better, and improve productivity or quality?

Manager: Thinking through your discussion with the employee concerning job responsibilities, contributions, obstacles to effective performance and department needs, list the performance objectives for the coming year. You and the employee should spend time discussing these objectives to assure they are realistic and in line with other goals in your department.

Manager Evaluation

Response:

Competencies

Diversity, Inclusiveness & Cultural Awareness

- The system promotes an atmosphere of excellence that honors the heritage and diversity of our state and nation.
 - Individuals and systems of the UA System will respond respectfully and effectively to people of all cultures, languages, classes, races, sexes, ethnic backgrounds, religions, sexual orientations, abilities and other diversity factors in a manner that recognizes, affirms, and values the worth of individuals, families, and communities and protects and preserves the dignity of each.

Manager Evaluation

Comment:

Stewardship

- The system provides students, researchers and professionals with tools to promote responsible stewardship of human, natural and financial resources in Arkansas and around the globe.
 - We are committed stewards of the human, fiscal, and physical resources entrusted to us. We are accountable to one another for the quality of our community, the strength of our finances, and the utility and beauty of our campus as a place of intellectual engagement and personal growth. We pursue innovations which respect the environment and foster sustainability in the management of our resources.

Manager Evaluation

Comment:

Continuous Learning & Development

- The system provides workforce-relevant knowledge to enhance economic development efforts that improve the overall quality of life and societal well-being.
 - Actively identify new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

Manager Evaluation

Comment:

Integrity

- The University of Arkansas System recognizes that its reputation is one of its most valuable assets and is committed to maintaining the trust and confidence of both the University community and the citizens of the State of Arkansas.
 - Conduct ourselves in a manner that strengthens the public's trust and confidence by adhering the following principles:
 - Conduct that is beyond reproach and integrity of the highest caliber;
 - Honesty and fairness; and
 - Accountability, transparency and commitment to compliance.

Manager Evaluation

Comment:

Goals

#1

Manager Evaluation

Comment:

#2

Manager Evaluation

Comment:

Overall

Manager Overall Evaluation

Overall Rating:

Comment:

Employee Comments

Comment: Employee Comments (attach additional pages if needed):

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