UNIVERSITY OF CALIFORNIA - OFFICE OF THE PRESIDENT

PERFORMANCE EVALUATION FORM

Employee Name	Dept.:	Division			
	Unit:				
Job Title	Period covered by this evaluation	Type of evaluation Probationary □			
	From: / / To: / /	Annual □			
Supervisor's Name	Supervisor's Title	Supervised this employee since			

PURPOSE OF PERFORMANCE EVALUATION

The written performance evaluation is the last phase of the ongoing performance management and assessment process. It is a formal evaluation of performance over a specified period of time based on expectations identified by the supervisor and shared with the employee. It provides feedback to the employee and assists in planning for the next performance period. Informal performance evaluation is the on-going feedback required for effective supervisor/employee relations. The written evaluation should not replace continuing feedback and communications on job performance.

TIMING OF EVALUATIONS

Career employees who have attained regular status must be evaluated formally at least once a year.

Probationary employees must be evaluated at least once; usually 30 calendar days before the completion of the probationary period.

STEPS IN THE FORMAL EVALUATION PROCESS

- 1. Before completing this form and conducting the formal evaluation, the supervisor should complete the following steps:
 - Review Personnel Policies for Staff Members 23.
 - Review existing performance expectations and objectives and ensure that they are realistic and attainable during this rating period.
 - · Meet with the employee to schedule the evaluation meeting and describe the evaluation process.
 - · Suggest that the employee review the existing performance expectations and prepare a self-evaluation.
 - Prepare a draft of the evaluation.
- 2. The supervisor and employee meet to discuss both the self-evaluation, the draft, and future performance plans. The employee's comments should be encouraged.
- 3. The supervisor completes the final evaluation form based on discussion with the employee.

RETENTION

Performance evaluations are retained in the employee's departmental personnel folder.

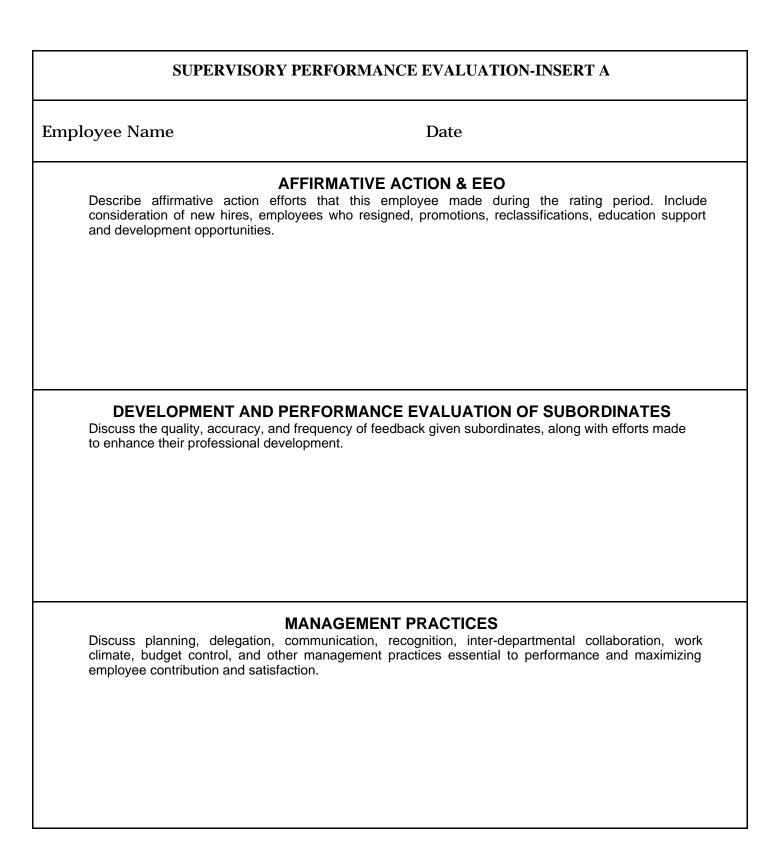
Record Copy: 5 years after separation. Other Copies: 3-5 years.

RESPONSIBILITIES	RATING (check one)						
List responsibilities in order of priority. Responsibilities are key job functions/ duties which are listed on the position	Exceeded expectations Met expectations Did not meet expectations						
description.	EXPECTATIONS List performance standards for each responsibility. Performance is rated "Met Expectations" when these standards are achieved.						

ACTUAL ACHIEVEMENTS Describe the performance for this review period in relation to the performance standards (expectations) for each responsibility or objective listed. (Can be done as a narrative and attached to the Evaluation Packet.)

PERFORMANCE STRENGTHS Describe aspects of performance that were outstanding.						
Describe aspects of performance that were outstanding.						
AREAS FOR IMPROVEMENT						
Describe areas where performance could be improved.						
OVERALL PERFORMANCE RATING Indicate overall rating of performance by placing a check mark in the appropriate box. The rating should be based on performance of all responsibilities and objectives listed for this review period. In the Comments section briefly state the reason for the overall rating, taking into consideration the ratings and specific examples cited for key areas of responsibility and individual performance objectives. The relative priority of the responsibilities and objectives should be considered. Also, exceptional circumstances that had an impact on results should be taken into account.						
Did not meet Expectations	Short of Expectations	Met Expectations	Exceeded Expectations	Far Exceeded Expectations		
COMMENTS:						

CONTINUE ON A SEPARATE PAGE FOR ADDITIONAL SPACE



CONTINUE ON REVERSE, IF NECESSARY

FUTURE PLANS AND DEVELOPMENT ACTIVITIES										
Discuss future growth, sidevelopment would be bene	pecific a	activities	to	improve	performance	and/or	areas	where	further	
EMPLO	YEE C	OMMEN	NTS	S AND R	ECOMMEN	DATIO	NS			
Supervisor's Signature		Date		nor eval	Employee's Signature: Your signature indicates neither agree nor disagreement, but it does indicate that you have rea evaluation, it has been discussed with you and that you have					d the
Endorsing Supervisor's Signature		Date		the o	the opportunity to record your comments.					
Department Head's Signature		Date		Sigr	nature				Da	ate