University of Hawai‘i
Administrative, Professional & Technical Employee
Performance Evaluation Form

Employee’s Name: ________________________________________________________________

(Last) (First) (MI)

Position Title: ____________________________ Position No.: __________________

Pay Range & Step: __________________________

School/College/Campus __________________________

Last APT Date of Hire: ___/___/___

Supervisor’s Name/Title: __________________________

SECTION A - REVIEW OF WORK ASSIGNMENTS, POSITION DESCRIPTION, EXPECTATIONS

Supervisor meets with the employee to review and discuss the employee’s duties and responsibilities, work assignments and discuss performance expectations/factors for the respective evaluation period.

SECTION B - TYPE OF PERFORMANCE EVALUATION

The evaluation covers the period from ___/___/____ to ___/___/____

1. EMPLOYEE SERVING INITIAL 3-YEAR PROBATION
Check the applicable period of initial probation:
   _____ 1st through 12th month of probation
   _____ 13th through 24th month of probation
   _____ 25th through 36th month of probation

2. EMPLOYEE WITH EMPLOYMENT SECURITY (Annual Review)

3. EMPLOYEE APPOINTED TO ANOTHER POSITION (Six Months)

4. EMPLOYEE WHOSE PERFORMANCE DOES NOT MEET PERFORMANCE EXPECTATIONS (at any time)

5. PERFORMANCE IMPROVEMENT PERIOD FOR EMPLOYEE WITH EMPLOYMENT SECURITY (Six Months Performance Improvement Period)

6. PARTIAL EVALUATION

SECTION C - PERFORMANCE EVALUATION (see back for details)

OVERALL PERFORMANCE RATING

____ Exceptional  ____ Meets  ____ Does Not Meet

SECTION D - SIGNATURES AND DISTRIBUTION

1. I acknowledge that this evaluation and any attachments have been discussed and reviewed with me and that I have been provided the opportunity to attach my own explanatory remarks. My signature only acknowledges receipt of the evaluation and does not necessarily mean that I agree with the evaluation.

Attached explanatory remarks: □ Yes  □ No

________________________________________

Employee’s Signature  Date

2. I certify that I have discussed the evaluation and any attachments with the employee and have provided the employee the opportunity to attach his or her own explanatory remarks.

________________________________________

Supervisor’s Signature  Date

Complete for employees whose performance “Does Not Meet” performance expectations:

3. I certify that the employee’s performance evaluation was discussed with me and that I have reviewed the performance evaluation and any attachments.

________________________________________

Dean/Director or Designee  Date

Distribution:

Original evaluation and attachments - to employee’s official personnel file
Copy of evaluation and attachments - to the employee

UH Form 70 (OHR) Rev 09/20/11
STEP 1: PERFORMANCE FACTORS
(Review and consider the performance factors applicable to the job when determining the rating for each of the Performance Categories)

PROBLEM SOLVING AND DECISION MAKING: Displays ability to define a problem, develops workable and realistic alternatives, and selects appropriate alternative to resolve problem. Decisions made are generally correct, and the time taken to make such decisions is reasonable.

PLANNING, ORGANIZING AND IMPLEMENTING TASKS OR PROJECTS: Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.

DEPENDABILITY: Completes job assignment and projects with minimal supervision. Meets schedules and deadlines.

COOPERATION: Accepts instructions, assignments, technical guidance in a cooperative manner. Works with other employees to accomplish program or project goals and objectives.

EFFORT AND INITIATIVE: Displays positive and supportive effort and initiative.

COMMUNICATION SKILLS: Possesses effective communication skills: oral, written, listening.

INTERPERSONAL RELATIONS: Establishes and maintains effective working relations with employees and others within and outside the organization/University.

STEP 2: PERFORMANCE CATEGORIES
(Based on and in consideration of the Performance Factors identified above, rate the employee in all 3 Performance Categories)

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>EXCEPTIONAL</th>
<th>MEETS</th>
<th>DOES NOT MEET</th>
<th>COMMENTS (Achievements, areas for improvement, general feedback)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETENCY: Possesses and applies knowledge and skills necessary to do the job or complete the project.</td>
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<tr>
<td>QUALITY: Work is accurate, neat and thorough. Employee is able to apply instructions, technical principles and methodologies; analyze and interpret findings; and interpret/apply applicable laws, policies, rules and regulations.</td>
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<tr>
<td>PRODUCTIVITY: Amount of work produced meets expectations. Employee’s output is regular, consistent and produced on schedule.</td>
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</tr>
</tbody>
</table>

STEP 3: OVERALL PERFORMANCE RATING
(All 3 Performance Categories must be “Exceptional” to be rated overall “Exceptional”, or “Exceptional” and “Meets” to be rated overall “Meets”, or one category “Does Not Meet” to be rated overall “Does Not Meet”)
INSTRUCTIONS

SECTION A (Review of Position Description, Work Assignments, and Performance Expectations/Factors)

The immediate supervisor should meet with the employee prior to or at the beginning of the evaluation period to review the official position description and discuss work assignments and performance expectations/factors. If the employee believes that the performance expectations established by the supervisor are not consistent with the work assignments and position description, the employee may request that an appropriate higher level authority above the immediate supervisor review for appropriateness. The official position description is not intended to be a detailed listing of every single task required to perform the job; it normally reflects the major duties and responsibilities that encompass those specific tasks which the employee is required to perform. The official position description must be current. If appropriate, a revised position description shall be prepared and submitted in accordance with Administrative Procedures A9.210. Upon approval of the approving authority in the Position Description Generator, the revised position description shall be deemed official.

SECTION B  (Type of Performance Evaluation and Rating Period)

1. Indicate the period for which evaluation is being conducted.

2. Check off the type of performance evaluation being conducted.
   a. Employee Serving Initial 3-year Probation (Annual Evaluation)
   b. Employee with Employment Security (Annual Evaluation)
   c. Employee (with or without employment security) who is appointed to a new APT position (six months new APT probationary period that may be extended for six months)
   d. Employee whose performance does not meet performance expectations (any time) (Note: To be used at any time for evaluating and informing an employee whose work performance is not meeting performance expectations, including during any probationary period or annual review.)
   e. Employee with employment security during performance improvement period. (Note: To be used for evaluating an employee at the end of the six months performance improvement period.)
   f. Partial evaluation.

SECTION C  (Performance Factors/Categories and Overall Rating)

1. Evaluations should be completed on or before the end of any evaluation period or any extension thereto. If an employee’s or supervisor’s absence from work (authorized or unauthorized absence) should preclude the supervisor from discussing the evaluation with the employee, the evaluation shall be finalized on or before the prescribed deadline but may be discussed with the employee upon the return to work of the employee or supervisor from such absence. An explanatory notation to this effect should be recorded.

2. Step 1: Review the seven Performance Factors and determine those factors applicable to the employee’s job. Consider these factors when determining the rating for each of the Performance Categories.

   Step 2: In the context of the applicable Performance Factors identified in Step 1, rate the employee’s job performance (“Exceptional”,”Meets” or “Does Not Meet”) in each of the Performance Categories: Competency, Quality and Productivity.
**Step 3:** Determine and indicate the employee’s overall performance rating (“Exceptional”, “Meets” or “Does Not Meet”). An overall rating of “Exceptional” requires individual ratings of “Exceptional” in all three Performance Categories: Competency, Quality and Productivity. An overall rating of “Meets” requires ratings of “Exceptional” and “Meets” in all three Performance Categories. An overall rating of “Does Not Meet” requires at least one “Does Not Meet” rating in any of the three Performance Categories.

3. The Comments column should be used to recognize achievements, areas for improvement and general feedback on employee’s performance. Letters of commendation that give special recognition of outstanding accomplishments or commendations may be attached to the UH Form 70. Whenever a rating of “Does Not Meet” is selected, the supervisor shall complete the Comments column to provide supporting rationale for the “Does Not Meet” rating.

   **Any comments made on the form shall be reviewed and discussed with the employee.**

4. Whenever an employee’s overall performance rating reflects “Does Not Meet,” the supervisor shall discuss the evaluation with the respective Dean, Director or designee prior to finalizing and discussing the formal evaluation with the employee.

**SECTION D  (Signatures and Distribution)**

1. The supervisor shall review the evaluation and any attachments with the employee and inform the employee that she or he may attach any explanatory remarks. The employee will be afforded the opportunity to sign (employee may decline to sign) the evaluation form to indicate that the evaluation has been discussed with the employee.

2. For employees whose overall rating reflects a “Does Not Meet,” forward the evaluation and any attachments to the reviewing authority for appropriate review and signature.

3. After signatures are obtained, the evaluation form and any attachments shall be filed in the employee’s official personnel file and a copy of the evaluation and any attachments shall be given to the employee.