

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)

CATEGORIES	MEETS	DOES NOT MEET	COMMENTS (Achievements, areas for improvement, general feedback)
COMPETENCY: Possesses and applies knowledge and skills necessary to do the job or complete the project.			
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.			
PRODUCTIVITY: Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.			

STEP 3: OVERALL PERFORMANCE RATING

(All 3 Performance Rating Categories Must be "Meets" to be rated overall "Meets")

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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 A9.250. Upon the signature of the supervisor and reviewing authority and receipt in the Office of Human Resources, 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 Evaluations)
 - b. Employee with Employment Security (at least once every 3 years)
 - 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 triennial review.)
 - e. Employee with employment security during performance improvement period. (Note: To be used for evaluating an employee at the end of the six or nine 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 ("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 ("Meets" or "Does Not Meet"). An overall rating of "Meets" requires individual

ratings of “Meets” in all three Performance Categories: Competency, Quality and Productivity.

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, Provost, 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.