

**University of Hawai'i
Administrative, Professional & Technical Employee
Performance Evaluation Form – Information Technology Demonstration Project**

Employee's Name: _____

(Last)

(First)

(MI)

School/College/Campus

Position Title: _____ Position No.: _____ Pay Band: _____

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 PERFORMANCE CYCLE

2. _____ EMPLOYEE'S ANNUAL REVIEW

3. _____ EMPLOYEE APPOINTED TO ANOTHER IT DEMONSTRATION PROJECT POSITION.

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

5. _____ PERFORMANCE IMPROVEMENT PERIOD FOR EMPLOYEE WITH EMPLOYMENT SECURITY

(6 or 9 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/Provost/Director or Designee Date

Distribution:

Original evaluation and attachments - to employee's official personnel file

Copy of evaluation and attachments - to the employee

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 | EXCEPTIONAL | 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 Exceptional, or Meets to be rated overall Exceptional or Meets) | | | | |