**UB Performance Appraisal Form**

OHR Only

Date \_\_\_\_\_\_\_\_\_\_

Initials \_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Employee’s Name:**  | **Position Title:**   |
| **Department Name: Performance Period Dates:**  From: to: |
| **Performance Ratings** **3-** Performance is above standards, accomplishing all goals with progress made toward achieving stretch goals.**2-** Performance meets standards, accomplishing all goals and performed as expected.**1-** Performance met some standardsand requires improvementto make acceptable progress toward performance and goals.**0-** Performance did not meet standards, unrelated to goal achievement.  |

***Please note: Informative comments must be included for all ratings of a 3, 1, and/or 0***

**Check one of the following for each form submittal:**

**These ratings are related to the** ☐ **First** ☐ **Second** ☐ **Third** ☐ **Final** ☐ **Probationary PMP Meeting.**

 **3 2 1 0**

*Employee* ☐☐☐☐ **Learning/Creativity/Innovation**

*Supervisor* ☐☐☐☐ • Recommends improvements to service delivery.

• Adapts to change and adjusts as necessary.

 • Tries new and improved methods of performing work.

 **3 2 1 0**

*Employee* ☐☐☐☐ **Commitment to Excellence**

*Supervisor* ☐☐☐☐• Results-oriented and takes responsibility for work.

• Meets commitments and deadlines.

 • Accepts accountability for mistakes.

 • Seeks opportunities to improve work effectiveness.

 • Responds to customer requests.

 • Provides service and meets customer needs.

 • Takes responsibility and checks for customer satisfaction.

 • Follows UB and USM policies and procedures.

 **3 2 1 0**

*Employee* ☐☐☐☐ **Teamwork & Collaboration**

*Supervisor* ☐☐☐☐ **•** Develops work relationships inside/outside work area.

 • Contributes ideas and shares information.

 • Proactively works with others to accomplish goals.

 • Listens actively and maintains frequent, open communication.

 • Displays cooperative behavior in working with others.

 • Demonstrates willingness to compromise.

 • Handles situations without raising antagonism or hostility.

 **3 2 1 0**

*Employee* ☐☐☐☐ **Development of Self & Others**

*Supervisor* ☐☐☐☐• Keeps supervisor updated on progress.

 • Learns from others and seeks feedback.

 • Takes responsibility for continuous self-development.

 **3 2 1 0**

*Employee* ☐☐☐☐ **Dependability**

*Supervisor* ☐☐☐☐• Reports to work on time.

• Maintains regular attendance (at work a minimum of 95% of scheduled time).

|  |
| --- |
| *Employee comments***:** |
| *Supervisor Comments*: ***(Informative comments must be included for all ratings of a 3, 1, and/or 0)*** |

|  |
| --- |
| *Employee Development Plan for the Next Performance Period (see attached goals, if applicable)* |

**Progress to date (Supervisor to Complete):**

**Performance Ratings – For the designated period employee was:**

3- Performance is above standards, accomplishing all goals with progress made toward achieving stretch goals.

2- Performance meets standards, accomplishing all goals and performed as expected.

1- Performance met some standards and requires improvement to make acceptable progress toward performance and goals.

0- Performance did not meet standards, unrelated to goal achievement.

**Overall Performance Rating to Date: 3**☐ **2**☐ **1**☐ **0**☐

SIGNATURES **\* Signature acknowledges that this Performance Appraisal has been reviewed with me.**

\*Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Div/Dept Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Goal Tracking (Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| Choose a Goal |  | Date Goal Set | Status |
| Comments: | Employee: | Review Date | Status |
| Supervisor: | Review Date | Status |
|  |  | **Final Result** | Status |
|  |  |  |
| Choose a Goal |  | Date Goal Set | Status |
| Comments: | Employee: | Review Date | Status |
| Supervisor: | Review Date | Status |
|  |  | **Final Result** | Status |
|  |  |  |  |
| Choose a Goal |  | Date Goal Set | Status |
| Comments: | Employee: | Review Date | Status |
| Supervisor: | Review Date | Status |
|  |  | **Final Result** | Status |
|  |  |  |  |
| Choose a Goal |  | Date Goal Set | Status |
| Comments: | Employee: | Review Date | Status |
| Supervisor: | Review Date | Status |
|  |  | **Final Result** | Status |