



**Performance Management Process
Nonexempt Employee/Physical Plant**

(Employees Excluded from the Bargaining Unit)

Performance Review Form

EMPLOYEE INFORMATION

Employee Name: <input type="text"/>	Job Title: <input type="text"/>
Supervisor: <input type="text"/>	Period Covered by This Appraisal: <input type="text"/> to <input type="text"/>
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> 6 Month <input type="checkbox"/> Other	Review Date: <input type="text"/>

Section I - Employee Goals/Objectives for Review Period

In the space provided, mark the appropriate rating. Beginning of Review Period: Set employee objectives. End of Review Period: Explain any changes to objectives that occurred during the year and make sure you identify all factors that caused the goal to be achieved or not achieved.

Objective 1 <input type="text"/>	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #2 <input type="text"/>	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #3

Rating:

- Did not meet objective (1 pt.)
- Partially met objective (2 pts.)
- Met objective (3 pts.)
- Exceeded objective (4 pts.)
- Far exceeded objective (5 pts.)

Comments:

Section II - Employee Performance

Use this section to describe performance in specific work areas. **Bulleted items are examples of the corresponding rating.**

Attendance & Dependability: The ability of an employee to report to work as scheduled, to take allotted breaks as scheduled, returning to the job in a timely manner and to complete tasks as required.

- Regularly fails to meet commitments and/or is late or absent from work.
- Occasionally fails to meet commitments and is late or absent from work.
- Consistently meets commitments and seldom misses work.
- Accepts additional responsibility, meets deadlines, and rarely misses work.
- Extremely focused under pressure; proactive, regularly seeks additional responsibilities, has excellent attendance.

Rating:

- Unsatisfactory (1 pt.)
- Below Standards (2 pts.)
- Meets Standards (3 pts.)
- Above Standards (4 pts.)
- Outstanding (5 pts.)

Comments:

<p>Performance: The amount of initiative, job knowledge, proper use of materials, and productivity exhibited by the employee in the course of his/her duties.</p> <ul style="list-style-type: none"> • Seems uninterested, fails to understand duties, and does not complete tasks in a timely manner, often wasteful. • Exerts little effort, struggles with certain job aspects, and has difficulty completing tasks in a timely manner. • Performs job well with instruction, has necessary skills, and completes assigned work on time, utilizes time and materials appropriately. • Performs well without detailed instruction, has total grasp of all aspects of job, completes assignments and often accepts additional duties. • Performs well without instruction, seeks additional responsibility, recommends new and better methods, and generally saves time and materials. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Communication: The degree of teamwork and interpersonal skills exhibited by the employee. The ability to understand and to be understood.</p> <ul style="list-style-type: none"> ● Uninterested in working as a team, regularly exhibits negativity toward job and co-workers, regularly has difficulty completing simple reports/paperwork. ● Occasionally negative about job and co-workers, prefers to work alone, has some difficulty completing paperwork. ● Builds relationships with co-workers, promotes University values, keeps fellow employees and supervisor advised of the status of work and equipment. ● Builds strong relationships, projects positive values, and expresses ideas clearly. ● Promotes University values, volunteers for committees, helps others, conducts/prepares training sessions 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>

Comments:

Safety: The degree to which an employee follows established safety procedures.

- Work is unsafe.
- Occasionally breaks safety rules.
- Follows safety rules, uses resources effectively.
- Follows safety rules and eliminates safety hazards through communication with management.
- Follows rules and educates others in regard to safety and provides ideas to improve safety.

Rating:

- Unsatisfactory (1 pt.)
- Below Standards (2 pts.)
- Meets Standards (3 pts.)
- Above Standards (4 pts.)
- Outstanding (5 pts.)

Comments:

Quality: The degree to which the employee strives for excellence in the performance of his/her duties.

- Work has many errors.
- Work has frequent mistakes.
- Work has few mistakes.
- Work is generally mistake free. Employee actively seeks to improve skills.
- Work is always thorough and accurate. Generally error-free.

Rating:

- Unsatisfactory (1 pt.)
- Below Standards (2 pts.)
- Meets Standards (3 pts.)
- Above Standards (4 pts.)
- Outstanding (5 pts.)

Comments:

Section III - Performance Summary

Summarize the employee's performance in the last review period and provide an overall rating. Calculate the Employee's Overall Performance Total by adding the points earned by the employee in each category and dividing that number by the number of performance measures (i.e., 40/8). When providing comments consider the employee's performance against objectives, key elements of the Employee Performance section above, and strengths/potential improvements. NOTE: If an employee only has one or two objectives, adjust scoring appropriately. (Ex, 30/6, 35/7)

Performance Rating Guidelines:

1.0 - 1.4 = Unsatisfactory **2.5 - 3.4 = Meets Standards** 4.5 - 5.0 = Outstanding
1.5 - 2.4 = Below Standards 3.5 - 4.4 = Above Standards

NOTE: Specific examples must be given to document Unsatisfactory, Below Standards, Above Standards and Outstanding ratings.

Employee Overall Performance

Measure	Points Available	Employee Performance
Objective #1		
Objective #2		
Objective #3		
Attendance and Dependability		
Performance		
Communication		
Safety		
Quality		
Overall Performance Total		

Overall Performance Rating: (Overall Performance Total divided by)

Section IV - Comments:

[Large yellowed-out area for Section IV - Comments]

Section V - Employee Comments:

Use the following space to make comments regarding your performance evaluation.

[Large yellowed-out area for Section V - Employee Comments]

Section VI - Employee Development Plan - Optional

This section should be completed if/when employee and supervisor have agreed upon desired areas of improvement and development needs related to upcoming goals. It should include developmental objectives, corresponding development activities (on the job, formal training, etc.), and measurements and time frames for completion.

Employee Developmental Objective #1

[Yellow shaded area for objective #1]

Employee Developmental Objective #2

[Yellow shaded area for objective #2]

Employee Developmental Objective #3

[Yellow shaded area for objective #3]

Section VII - Signature Section

Employee Signature

Date

[Yellow shaded area for employee date]

Supervisor Signature

Date

[Yellow shaded area for supervisor date]

Second Level Review Signature

Date

[Yellow shaded area for second level review date]