

UNIVERSITY OF CALIFORNIA -- OFFICE OF THE PRESIDENT

PERFORMANCE APPRAISAL

Name: _____ Job Title: _____ Date: _____

Supervisor: _____ Div/Dept: _____ Annual Review (FY _____)
 Other (Period _____)

"1" PERFORMANCE	"3" PERFORMANCE	"5" PERFORMANCE
Performance is <i>UNSATISFACTORY</i> in a significant area of responsibility; may partially satisfy some requirements.	Performance efficiently and productively <i>MEETS</i> the requirements of the job. Consistently competent performer.	Performance is consistently <i>EXEMPLARY</i> , including under demanding circumstances

RATING 1 to 5	PERFORMANCE CRITERIA--APPLICABLE TO ALL EMPLOYEES	SUPERVISOR'S COMMENTS
	A. Initiative/Innovation: Assessment of self-starting ability, resourcefulness, creativity, ingenuity, and willingness to introduce and/or learn new concepts and processes using independent and original thought.	
	B. Leadership: Assessment of influence on others to achieve department and unit goals and to promote ethical behavior.	
	C. Problem-solving: Assessment of skills in defining problems/central issues, collecting and evaluating relevant data, evaluating options, proposing solutions, negotiating obstacles, and achieving desired results.	
	D. Communication: Assessment of the clarity of ideas expressed, the effectiveness of oral and written presentations, and skill in listening and interacting with others in a helpful and informative manner.	
	E. Quality: Assessment of factors such as accuracy, completeness, follow-through on work, timeliness and reliability.	
	F. Productivity: Assessment of the volume of work produced based on department/unit priorities.	
	G. Teamwork: Assessment of participation and effectiveness of working with colleagues to improve work processes or accomplish specific tasks.	
	H. Optional Criteria:	

RATING 1 to 5	PERFORMANCE CRITERIA--APPLICABLE TO ALL EMPLOYEES	SUPERVISOR'S COMMENTS
	I. Performance Management: Assessment of the ongoing process involving the employee(s) supervised by this manager, that identifies essential job functions, develops realistic and appropriate standards, gives and receives feedback, writes and communicates constructive performance appraisals, initiates corrective action as needed, and plans development opportunities to sustain and improve employee work performance.	
	J. Optional Management Criteria:	

OVERALL ACCOMPLISHMENTS OF OBJECTIVES FOR THIS YEAR

RATING 1 to 5	GOAL (S) List objectives for upcoming year established during previous appraisal	SUPERVISOR'S COMMENTS

OVERALL PERFORMANCE RATING:

PERFORMANCE OBJECTIVES FOR NEXT YEAR

GOALS FOR UPCOMING YEAR	Comments

DEVELOPMENTAL OBJECTIVES	Comments

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

EMPLOYEE COMMENTS: _____

