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| --- | --- |
|   **Annual Performance Evaluation (year/year)** | Unit:       |
| **Employee Name**      | **Position**      | **Evaluation Period**FROM TO  | **Evaluation Date**      |
|  **ORGANIZATIONAL IMPACT →** | *How does this position contribute to the stated mission and goals of the relevant Unit?*       | *How does this position contribute to the UW mission?*       |
| AREA | EXAMPLES AND COMMENTS | RATING |
| **Quality of work**Competence, accuracy, thoroughness, across service profile. |       | [ ] Exceeds expectations\* |
| [ ] Meets expectations |
| [ ] Needs improvement\* |
| **Quantity of work**Use of time, volume of work accomplished, ability to meet schedules, efficiency and productivity levels. |       | [ ] Exceeds expectations\* |
| [ ] Meets expectations |
| [ ] Needs improvement\* |
| **Job knowledge**Degree of technical knowledge, understanding of job procedures, method and best practices. |       | [ ] Exceeds expectations\* |
| [ ] Meets expectations |
| [ ] Needs improvement\* |
| **Working relationships/Service**Communication, cooperation and ability to work with supervisor, colleagues, co-workers, students and clients served. |       | [ ] Exceeds expectations\* |
| [ ] Meets expectations |
| [ ] Needs improvement\* |
| **Leadership and/or Supervisory skills**Leadership skills across activity scope. Training, directing and/or evaluating subordinates and/or teams, delegation, planning and organizing work, problem solving, decision-making ability, ability to communicate effectively. |       | [ ] Exceeds expectations\* |
| [ ] Meets expectations |
| [ ] Needs improvement\* |
|  |  | [ ] N/A |
| **Demonstrated alignment with unit mission, values, strategies**      |       | [ ] Exceeds expectations\* |
| [ ] Meets expectations |
| [ ] Needs improvement**\*** |

\*Provide specific examples of this employee’s performance

**DEFINITIONS OF PERFORMANCE RATING CATEGORIES**

**Exceeds Expectations\*** – The employee regularly works beyond a majority of the performance expectations of this factor and has made many significant contributions to the efficiency and economy of this organization through such performance

 **Meets Expectations** – The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.

 **Needs Improvement\*** – The employee has failed to meet one or more of the significant performance expectations for this factor.

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| **Employee Name**       | **Position**        | **Evaluation Period**FROM  TO  | **Evaluation Date**       |
| 1. SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary)

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| 1. PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD (If applicable)

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| 1. TRAINING AND DEVELOPMENT SUGGESTIONS

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| 1. REVIEW OF CURRENT JOB DESCRIPTION WITH EMPLOYEE (current job description should be provided to employee prior to performance evaluation meeting) [ ]  Yes

 *Any updates should be discussed with employee and made in the job description document (work with EOHR as needed)* |
| Review/renewal of telework agreement or flex schedule [ ]  Yes (updated telework agreement to be submitted to EOHR for employee file) [ ]  No If no, please provide reason: |
| REVIEWER’S NAME (*supervisor or primary evaluator)*       | REVIEWER’S TITLE       | REVIEWER’S SIGNATURE       | REVIEW DATE       |
| EMPLOYEE’S COMMENTS -       |
| This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation. | EMPLOYEE’S SIGNATURE      | DATE SIGNED        |
| SECONDARY REVIEWER’S SECTION (where policy requires a secondary review of evaluation) |
| Reviewer’s Comments:       |
| REVIEWER’S NAME (Print or Type)      | REVIEWER’S TITLE      | REVIEWER’S SIGNATURE      | DATE REVIEWED      |

 Revised 2/8/2023