

PURPOSE

The annual performance appraisal process is intended to promote communication between employees and their supervisors about work expectations and goals. It is an opportunity for the supervisor to provide objective feedback to employees, and to coach for continued improvement. This universal form is designed to be used for the wide range of staff positions at UC ANR.

***NEW IN 2018:** Supervisors have the option to instruct their direct reports to complete this form as a “self-appraisal” as the first step of the annual process (in lieu of the employee completing a separate Summary of Accomplishments).*

REVIEW OF PERFORMANCE ELEMENTS

1

Use the [ANR Performance Standards](#) as a reference in assigning ratings. While it’s not necessary to include written comments for every performance element, it’s strongly recommended that supervisors include supporting comments to justify ratings other than Meets Expectations. Not all of the performance elements will apply to every job and some may be left blank with a notation of “N/A,” or not applicable. Performance elements in the “Supervisor and Management Elements” section are applicable only to those employees with these responsibilities.

SUMMARY OF EMPLOYEE ACCOMPLISHMENTS

2

Use this section to describe the employee's progress and achievements in relation to pre-established goals and/or performance expectations. Include goals identified at the beginning of the review period as well as new goals added during the year, as appropriate. (This section can be copied from the employee’s Summary of Accomplishments.)

HIGHLIGHTS AND OVERALL PERFORMANCE RATING

3

Summarize the employee’s key strengths, areas for improvement, and other factors that characterize the employee’s overall performance during the review period. The overall performance rating should reflect the supervisor’s general assessment of the employee’s performance on the job based on the [ANR Performance Standards](#). Individual performance elements are not designed to provide a mathematical mechanism for arriving at the rating.

GOALS AND DEVELOPMENT OPPORTUNITIES

4

Use this section to discuss future goals, expectations, development opportunities, training recommendations, and any action plans. The [ANR Learning & Development website](#) is a resource for identifying training and professional development opportunities. This section is critical where performance deficiencies have been noted, especially for those performance elements that have been rated “Partially Meets” or “Does Not Meet” job expectations.

ADDITIONAL INFORMATION

Attach additional documents as appropriate to support the evaluation and to summarize future goals and development plans if the form does not allow sufficient space.

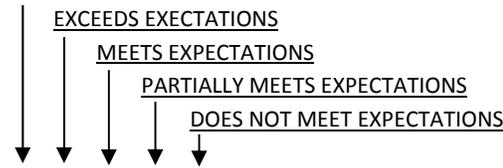
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Before finalizing this appraisal document, the employee’s supervisor should discuss the employee’s performance with the second-level supervisor (the manager to whom the supervisor reports) to ensure that the employee’s performance is being rated consistently according to ANR Performance Standards.

Employee Name: _____ Job Title: _____
 Unit/Work Location: _____ Review Period: - _____
 Reviewing Supervisor: _____ Period Employee in This Job: - _____
 Period Supervised by Performance Reviewer: - _____
 Employment type: Career Contract Limited term (extended) Other _____

SECTION ONE: REVIEW OF PERFORMANCE ELEMENTS

EXCEPTIONAL PERFORMANCE



<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>WRITTEN COMMUNICATION - Uses clear and appropriate language in writing, readily shares appropriate work-related information.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>ORAL COMMUNICATION - Verbally conveys information in a clear and accurate manner in a variety of situations, readily shares appropriate work-related information. Where applicable, produces and delivers formal presentations.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>JOB KNOWLEDGE - Demonstrates expertise in the functional aspects of the job.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>ACCURACY - Consistently produces accurate work.</p> <p>VOLUME - Consistently produces the designed volume of work based on department/unit priorities.</p> <p>TIMELINESS - Consistently produces work in a timely fashion and sets priorities.</p> <p>DEPENDABILITY - Consistently adheres to set work schedule; is reliable.</p> <p>SELF-MANAGEMENT - Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency.</p>

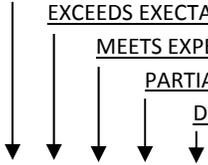
EXCEPTIONAL PERFORMANCE

EXCEEDS EXPECTATIONS

MEETS EXPECTATIONS

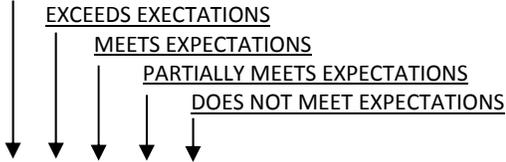
PARTIALLY MEETS EXPECTATIONS

DOES NOT MEET EXPECTATIONS



<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	CUSTOMER FOCUS - Establishes and maintains good working relationships with both external and internal customers by understanding and responding promptly and courteously to customer needs and expectations.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	TECHNOLOGY SKILLS - Proficient use of work-related equipment, tools, and technology.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PROBLEM SOLVING - Reviews facts and data, using sound judgment, to solve issues effectively.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	INTERPERSONAL RELATIONS - Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity, and respect.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	TEAMWORK - Works collaboratively with fellow employees and others to achieve identified goals and objectives.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FLEXIBILITY - Adjusts performance to accommodate changes in departmental direction and processes.

EXCEPTIONAL PERFORMANCE



<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	CREATIVITY/INNOVATION - Explores and suggests new approaches and methods to effect departmental goals and responsibilities.
SUPERVISORY AND MANAGEMENT ELEMENTS (This section applies to employees with supervisory responsibilities.)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	LEADERSHIP - Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	AFFIRMATIVE ACTION AND EEO - Considers Affirmative Action and EEO policies and objectives in hiring, promoting, and reclassifying employees, as well as in providing employees educational support and developmental opportunities.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DEVELOPMENT OF STAFF - Develops necessary skills in employees and maximizes existing skills in all employees.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PERFORMANCE MANAGEMENT - Provides employees with performance standards, expectations, and ongoing feedback regarding progress. Constructively addresses performance problems in accordance with UC collective bargaining and/or personnel policies and procedures.

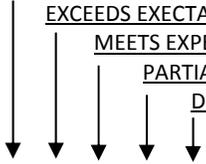
EXCEPTIONAL PERFORMANCE

EXCEEDS EXPECTATIONS

MEETS EXPECTATIONS

PARTIALLY MEETS EXPECTATIONS

DOES NOT MEET EXPECTATIONS



RESOURCE MANAGEMENT - Manages assets including technology, equipment, budget, and space, where applicable.

ORGANIZATIONAL CONTRIBUTION - Ensures that supervised employees understand and make an identifiable contribution to the organization's mission and objectives.

SECTION TWO: SUMMARY OF EMPLOYEE ACCOMPLISHMENTS

Describe progress and achievements in relation to organizational or unit goals and/or performance expectations. Include goals documented in the prior year's performance appraisal (if any), as well as new goals added during the year.

SECTION THREE: HIGHLIGHTS AND OVERALL PERFORMANCE

Summarize the employee's key strengths, areas for improvement, and other factors that characterize the employee's overall performance during the review period.

OVERALL PERFORMANCE RATING

Exceptional Performance <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Partially Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
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SECTION FOUR: GOALS AND DEVELOPMENT OPPORTUNITIES

Use this section to discuss future goals, expectations, development opportunities, training recommendations, and any action plans.

REQUIRED SIGNATURES:

REVIEWING SUPERVISOR:	DATE:
SECOND-LEVEL SUPERVISOR:	DATE:
EMPLOYEE:	DATE:

Employee Signature notes: I have reviewed this evaluation of my performance and received a copy. My signature indicates neither agreement nor disagreement with this evaluation.

EMPLOYEE COMMENTS: