

University of California

Agriculture and Natural Resources

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 2019: Streamlined form and updated definitions of job elements/core competencies

SUMMARY OF EMPLOYEE ACCOMPLISHMENTS

1

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.

REVIEW OF CORE COMPETENCIES (PREVIOUSLY KNOWN AS "PERFORMANCE ELEMENTS")

2

Use the ANR Performance Standards as a reference in assigning ratings. Note: ANR Performance Standards have been updated for the 2018/19 performance year to align with the UC Core Competency Model.

SUMMARY OF KEY STRENGTHS, AREAS FOR DEVELOPMENT AND OVERALL 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. Individual performance elements are not designed to provide a mathematical mechanism for arriving at the rating.

GOALS AND DEVELOPMENT OPPORTUNITIES

4

Document 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 Core Competencies 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.



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 (optional) Other _____

SUMMARY OF EMPLOYEE ACCOMPLISHMENTS

1

Use this space to describe progress and achievements in relation to pre-established 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.

Employee Self-Summary

Supervisor's Feedback

2

Employee Self-Assessment

Supervisor Assessment

REVIEW OF CORE COMPETENCIES - Use the [ANR Performance Standards](#) as a reference in assigning ratings.

| EXCEPTIONAL | EXCEEDS | MEETS | PARTIALLY MEETS | DOES NOT MEET | | EXCEPTIONAL | EXCEEDS | MEETS | PARTIALLY MEETS | DOES NOT MEET |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | COMMUNICATION - Shares and receives information using clear oral, written and interpersonal communication skills. | <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"/> | JOB MASTERY AND CONTINUOUS LEARNING - Demonstrates responsibility for one's own career path and continuous learning by identifying and applying new skills as needed to perform successfully on the job. | <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"/> | SERVICE FOCUS - Values and delivers high quality, professional, responsive and innovative service. | <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"/> | RESULTS ORIENTATION AND EXECUTION - Demonstrates the ability to analyze situations or problems, make timely and sound decisions, construct plans and achieve optimal results. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | EMPLOYEE ENGAGEMENT - Demonstrates commitment to the job, colleagues, UC ANR and its mission by acting in ways that further the accomplishment of program and unit goals. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | TEAMWORK AND COLLABORATION - Collaborates with colleagues in order to achieve results in alignment with UC ANR program and unit goals. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | INNOVATION AND CHANGE MANAGEMENT - Uses personal knowledge and professional experience to envision the future, anticipate change, capitalize on opportunities and develop innovative options that further the strategic direction of the organization. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DIVERSITY AND INCLUSION - Models and promotes UC ANR's Principles of Community and complies with UC policies on Diversity and Non Discrimination. | <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"/> | RESOURCE MANAGEMENT - Demonstrates integrity, accountability and efficient stewardship of UC ANR resources. | <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"/> | PEOPLE MANAGEMENT (for Supervisors) - Leads and engages people to maximize organizational and individual performance through alignment with UC ANR's mission and attainment of program and unit goals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Strengths and Areas for Development

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

| |
|--|
| From previous page, describe two or three core competencies that represent particular strengths. |
| Employee Self-Assessment |
| Supervisor's Feedback |
| Highlight one or two areas for further development. |
| Employee Self-Assessment |
| Supervisor's Feedback |

| 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"/> |

4

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.

| |
|--------------------------|
| Employee Self-Assessment |
| Supervisor's Feedback |

| Required Signatures | |
|-------------------------|------|
| Reviewing Supervisor | Date |
| Second-Level Supervisor | Date |
| Employee | Date |

EMPLOYEE COMMENTS: