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|  | | | | | | **University of California, Los Angeles**  **Employee Performance Evaluation Form** | | | | | | | | | | | | | |
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| Employee Name: | | | |  | | | | | | | | Employee ID Number: | | | | | |  | |
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| Job Title: |  | | | | | | | | | | | Department: | | | |  | | | |
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| Reviewing Supervisor: | | | | | | |  | | | | | Review Period: | | | | |  | | |
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| Job Title: | | | | | | |  | | | | | | | | | | | | |
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| Period Supervised by Reviewer: | | | | | | | | | | | | Time in Position: | | | | | | | |
| 1 Year or more | | | | | | | | Less than 1 Year | | | | years | | | | | | months | |
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| **RATING CATEGORIES:** | | | | | | | | | | | | | | | | | | | |
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| * Exceptional Performance *(outstanding achievements that far exceed goals in all performance elements)* | | | | | | | | | | | | | | | | | | | |
| * Exceeds Expectations *(performance that consistently goes beyond meeting goals)* | | | | | | | | | | | | | | | | | | | |
| * Fully Meets Expectations *(commendable performance that meets goals)* | | | | | | | | | | | | | | | | | | | |
| * Partially Meets Expectations *(inconsistent aspects of performance requiring improvement to meet some goals)* | | | | | | | | | | | | | | | | | | | |
| * Does Not Meet Expectations *(goals unmet, skills not demonstrated, improvement needed)* | | | | | | | | | | | | | | | | | | | |
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| **PART ONE: REVIEW OF PERFORMANCE ELEMENTS** | | | | | | | | | | | | | | | | | | | |
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| **WORK QUALITY** | | | | | | | | | | | | | | | | | | | |
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| Work products are professional, clear and comprehensive in keeping with UCLA/department standards. | | | | | | | | | | | | | |  |  | | | | |
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| **PRODUCTIVITY:** | | | | | | | | | | | | | | | | | | | |
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| Produces targeted outcomes and results efficiently and effectively. | | | | | | | | | | | | | |  |  | | | | |
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| **CUSTOMER FOCUS (External and Internal):** | | | | | | | | | | | | | | | | | | | |
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| Establishes and maintains good working relationships with customers, by understanding and responding promptly to customer needs and expectations. | | | | | | | | | | | | | |  |  | | | | |
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| **FUNCTIONAL/TECHNICAL KNOWLEDGE:** | | | | | | | | | | | | | | | | | | | |
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| Demonstrates expertise in the functional aspects of the job. | | | | | | | | | | | | | |  |  | | | | |
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| Proficient use of work-related equipment, tools, and software/technology. | | | | | | | | | | | | | |  |  | | | | |
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| Follows established guidelines and procedures. | | | | | | | | | | | | | |  |  | | | | |
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| **COMMUNICATION (Written, Oral and Presentation):** | | | | | | | | | | | | | | | | | | | |
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| Uses clear and appropriate language in writing. | | | | | | | | | | | | | |  |  | | | | |
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| Verbally conveys information in a clear, accurate and appropriate manner in a variety of situations. | | | | | | | | | | | | | |  |  | | | | |
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| Produces and delivers formal presentations to a variety of audiences, where applicable. | | | | | | | | | | | | | |  |  | | | | |
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| **TEAMWORK/INTERPERSONAL RELATIONS/FLEXIBILITY:** | | | | | | | | | | | | | | | | | | | |
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| Works collaboratively with fellow employees and colleagues to achieve identified goals and objectives. | | | | | | | | | | | | | |  |  | | | | |
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| Builds productive rapport with employees at all levels within and outside the department. Treats others with respect, dignity, and fosters the value of diversity and inclusion. | | | | | | | | | | | | | |  |  | | | | |
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| Adjusts performance to accommodate changes in departmental direction and processes. | | | | | | | | | | | | | |  |  | | | | |
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| **INNOVATION:** | | | | | | | | | | | | | | | | | | | |
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| Explores and suggests new approaches and methods to achieve departmental goals and responsibilities. | | | | | | | | | | | | | |  |  | | | | |
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| **PROBLEM SOLVING:** | | | | | | | | | | | | | | | | | | | |
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| Analyzes facts and data, using sound judgment, to arrive at effective solutions. | | | | | | | | | | | | | |  |  | | | | |
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| **DEPENDABILITY/SELF-MANAGEMENT:** | | | | | | | | | | | | | | | | | | | |
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| Consistently adheres to work schedule and completes assignments in a timely fashion. | | | | | | | | | | | | | |  |  | | | | |
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| Demonstrates initiative by setting priorities, regularly completing work on schedule, and fulfilling commitments. | | | | | | | | | | | | | |  |  | | | | |
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| **TRAINING REQUIREMENTS:** | | | | | | | | | | | | | | | | | | | |
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| Completes UC mandatory training on a timely basis. | | | | | | | | | | | | | |  |  | | | | |
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| **SUPERVISORY AND MANAGEMENT ELEMENTS:** | | | | | | | | | | | | | | | | | | | |
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| Demonstrates leadership by creating a culture that supports individual motivation, high levels of individual and team performance, and quality of service. | | | | | | | | | | | | | |  |  | | | | |
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| Fosters the value of diversity and inclusiveness, treating all employees with respect, dignity, and fairness in support of equal employment opportunity and affirmative action objectives. | | | | | | | | | | | | | |  |  | | | | |
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| Supports staff development for employees supervised and maximizes existing skills in all employees. | | | | | | | | | | | | | |  |  | | | | |
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| Provides employees with performance standards, expectations, and ongoing feedback regarding progress and constructively addresses performance issues. | | | | | | | | | | | | | |  |  | | | | |
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| Conducts annual performance evaluations for all direct reports and ensures completion for units under one’s organizational responsibility. | | | | | | | | | | | | | |  |  | | | | |
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| Manages the recruitment process effectively to attract, select and hire the best talent to meet organizational objectives. | | | | | | | | | | | | | |  |  | | | | |
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| **FINANCIAL/RESOURCE MANAGEMENT:** | | | | | | | | | | | | | | | | | | | |
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| Manages financial performance in area of responsibility in accordance with budget and department goals. | | | | | | | | | | | | | |  |  | | | | |
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| Manages assets effectively, including technology, equipment, budget and space, where applicable. | | | | | | | | | | | | | |  |  | | | | |
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| **PART TWO: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE** | | | | | | | | | | | | | | | | | | | |
| Supervisor describes employee’s major assignments and accomplishments, key strengths, any performance shortfalls, and other performance elements that characterize the employee’s performance during the review period. Please include examples or supporting information below. | | | | | | | | | | | | | | | | | | | |
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| **PART THREE: OVERALL PERFORMANCE RATING** | | | | | | | | | | | | | | | | | | | |
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| EXCEPTIONAL PERFORMANCE | | | | | EXCEEDS EXPECTATIONS | | | | | | FULLY MEETS EXPECTATIONS | | PARTIALLY MEETS EXPECTATIONS | | | | | | DOES NOT MEET EXPECTATIONS |
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| **PART FOUR A: PERFORMANCE GOALS FOR NEXT REVIEW PERIOD** | | | | | | | | | | | | | | | | | | | |
| Supervisor identifies goals for the upcoming review period to ensure continued contributions from the employee for success within the organization. | | | | | | | | | | | | | | | | | | | |
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| **PART FOUR B: GOALS FOR/AND PROGRESS ON PROFESSIONAL DEVELOPMENT** | | | | | | | | | | | | | | | | | | | |
| Supervisor lists goals related to the employee’s professional (or managerial) development. Consider the employee’s performance improvement needs and action plan, training recommendations, future goals and expectations. | | | | | | | | | | | | | | | | | | | |
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| **REQUIRED SIGNATURES** | | | | | | | | | | | | | | | | | | | |
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| REVIEWING SUPERVISOR: | | | | | | | | |  | | | | |  | DATE | |  | | |
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| NAME/TITLE: | | |  | | | | | | | | | | | | | | | | |
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| MANAGEMENT REVIEWER: | | | | | | | | | |  | | | |  | DATE | |  | | |
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| NAME/TITLE: | | |  | | | | | | | | | | | | | | | | |
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| **I have received and reviewed this evaluation of my performance. My signature below indicates neither agreement nor disagreement with this evaluation.** | | | | | | | | | | | | | | | | | | | |
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| EMPLOYEE: | |  | | | | | | | | | | | |  | DATE | |  | | |
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| **EMPLOYEE’S COMMENTS** | | | | | | | | | | | | | | | | | | | |
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