

UIC Employee Appraisal

For **ACADEMIC PROFESSIONAL** and **SUPPORT STAFF** Employees

Please PRINT or TYPE.

Employee's Name _____ Title _____

College/Dept. Name _____ Mail Code _____

Supervisor's Name _____ Title _____

Date of most recent job description update _____ Review Period _____ to _____

Instructions

1. The supervisor meets with the employee to review his or her job description and to provide a copy of the appraisal form.
2. The supervisor and employee separately complete their forms. For each of the performance criteria described, select the one rating that most closely represents the performance of the employee being evaluated. Comments to support individual criteria or overall ratings should also be included.
3. The supervisor and employee meet to discuss their individual appraisals. Supervisors should update their copy based on the discussion with the employee. This will serve as the official appraisal. Both parties should sign the updated form when finished. Where appropriate, the final appraisal should receive a second level sign off before adding to the employee file.
4. The final appraisal should be retained in the employee's personnel file within the department. **DO NOT RETURN TO HUMAN RESOURCES.** Appraisals should be kept on file as they may be requested during an audit.

Performance Rating Guidelines

Exceeds Expectations	Meet Expectations	Needs Improvement
<ul style="list-style-type: none"> ○ Individual who significantly and consistently exceeds expectations and role requirements ○ Exceeds goals set for the year ○ Demonstrates exceptional depth and breadth of role knowledge, highly recognized by others within the University community ○ Demonstrates role model behavior for other supervisors/staff members to emulate 	<ul style="list-style-type: none"> ○ Individual who regularly meets and sometimes exceeds expectations and role requirements ○ Meets goals set for the year ○ Possesses full depth and breadth of role knowledge ○ Perceived by peers, managers, students and other customers as collaborative, skilled and reliable ○ Consistently interacts effectively with peers and/or management 	<ul style="list-style-type: none"> ○ Individual who is new in the learning curve and is still learning key job responsibilities ○ Inconsistently demonstrates or may be learning the required role knowledge and does not yet fully perform all requirements and duties ○ Work is regularly incomplete and/or does not meet the minimal standards for quantity or quality; often misses deadlines ○ Takes little to no initiative, even with prompting ○ Requires more than the expected level of supervision due to lower quality work or level of learning required to complete role successfully ○ Inconsistent and/or negative interactions with peers and/or management

PERFORMANCE ATTRIBUTE	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT
Job Knowledge <ul style="list-style-type: none"> ○ Demonstrates knowledge and skills necessary to perform the job effectively including any job-specific technical and procedural competencies. ○ Understands the expectations of the job and remains current regarding new developments, technologies, methods, theories, approaches, and processes in area of responsibility. ○ Demonstrates knowledge of university policies, rules, procedures, and their supporting statutes. 	3	2	1
Planning, Initiative and Adaptability <ul style="list-style-type: none"> ○ Appropriately plans and prioritizes to complete assigned work/projects. ○ Takes initiative in addressing problems. ○ Meets deadlines without sacrificing accuracy, quality, or customer satisfaction; reports unavoidable delays well in advance of deadline. 	3	2	1
Teamwork and Cooperation <ul style="list-style-type: none"> ○ Establishes and maintains effective working relationships with others. ○ Follows instructions of supervisor and responds to requests from others in the team in a helpful manner. ○ Makes suggestions to improve the efficiency and effectiveness of the work unit. ○ Demonstrates flexibility and willingness to assist by taking on difficult or inconvenient responsibilities. 	3	2	1
Judgment <ul style="list-style-type: none"> ○ Anticipates and identifies problems; evaluates alternative solutions; is open to new or different solutions. ○ Follows up on problems and helps to bring about resolution. ○ Demonstrates maturity in taking or recommending appropriate actions and in determining which problems to handle independently and which to refer to more senior personnel. 	3	2	1
Communication Skills <ul style="list-style-type: none"> ○ Effectively conveys ideas and information in writing and/or orally; productively participates in meetings. ○ Shares information and resources with others as appropriate in a timely manner. 	3	2	1
Service Excellence <ul style="list-style-type: none"> ○ Listens to and understands the needs of the service recipient, whether inside or outside the University, and responds to those needs. ○ Uses collaborative solutions in problem-solving as appropriate. ○ Demonstrates respect for all individuals regardless of their background, culture or organizational level 	3	2	1
Supervisory Skills (if applicable) <ul style="list-style-type: none"> ○ Creates a work environment that encourages high employee performance ○ Demonstrates principles of effective management ○ Delegates tasks and follows up on tasks assigned to others ○ Develops strategies to enhance individual staff performance 	3	2	1

Column Totals

Total Score

