

UIC Employee Development Program

Review Form

Completed by Employee Supervisor Recommended for NONEXEMPT Employees

Please PRINT or TYPE.

Employee's Name _____ Title _____

College/Dept. Name _____ Mail Code _____

Supervisor's Name _____ Title _____

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

Instructions

Every UIC academic professional and support staff employee who will have been employed for six months as of July 1 is expected to participate in the EDP review process between May 1 and July 15, 2006 unless evaluated otherwise by the Chancellor's directive.

1. The supervisor meets with the employee to review his or her job description and to provide a copy of this review form and the letter from the Assistant Vice President for Human Resources.
2. The supervisor and employee separately complete their forms. For each performance area, describe achievements, performance outcomes, and growth in that area during the review period, as well as any evidence of developmental need. (If the form is completed using a computer, print out a hard copy.) Sign the form when finished.
3. The supervisor and employee meet to discuss their individual reviews and to complete and sign the Action Plan form.
4. All documents should be retained in a confidential department file separate from the employee's personnel file. DO NOT RETURN TO HUMAN RESOURCES.

A. Job Knowledge: Demonstrates knowledge and skills necessary to perform the job effectively, including procedural and reporting requirements, language, grammar, spelling, mathematics, reasoning, and any job-specific skills (e.g., skills of trade, craft, etc.).

Outstanding* Exceeds Expectations Meets Expectations Needs Improvement*

Comments (*Comments are required if "Outstanding" or "Needs Improvement" are checked.):

B. Judgment: Identifies problems and takes appropriate actions within guidelines established. Appropriately determines which problems to refer to supervisory/senior personnel.

Outstanding* Exceeds Expectations Meets Expectations Needs Improvement*

Comments (*Comments are required if "Outstanding" or "Needs Improvement" are checked.):

C. Reliability; Commitment to the Job: Completes work within time assigned without sacrifice of accuracy, quality, or service-consumer satisfaction; reports unavoidable delays well in advance of deadline. Exhibits a good attendance record. Complies with University and unit policies and procedures.

Outstanding* Exceeds Expectations Meets Expectations Needs Improvement*

Comments (*Comments are required if "Outstanding" or "Needs Improvement" are checked.):

D. Quality/Quantity of Work; Customer Service: Meets expectations for quality and quantity of work performed. Follows safety and environmental rules. Accurately and thoroughly completes work. Delivers service in a way that reflects credit upon the unit and UIC. Uses materials and resources without waste. When work is performed at a worksite, pays attention to effect on customer's operations and cleans up area where work is performed.

Outstanding* Exceeds Expectations Meets Expectations Needs Improvement*

Comments (*Comments are required if "Outstanding" or "Needs Improvement" are checked.):

E. Interpersonal and Communication Skills: Exercises courtesy and tact in dealings with fellow workers, superiors, and departmental customers. Understands and responds to requests and knows when to ask for clarification before proceeding on a work project. Demonstrates respect for all individuals regardless of their background or culture.

Outstanding* Exceeds Expectations Meets Expectations Needs Improvement*

Comments (*Comments are required if "Outstanding" or "Needs Improvement" are checked.):

F. Teamwork/Cooperation: Establishes and maintains effective working relationships with supervisors and co-workers. Demonstrates flexibility where appropriate to meet the work needs of the unit.

Outstanding* Exceeds Expectations Meets Expectations Needs Improvement*

Comments (*Comments are required if "Outstanding" or "Needs Improvement" are checked.):

G. Optional Position-Specific Factor: (This area can be used to define a seventh [job-specific] performance area.)

Outstanding* Exceeds Expectations Meets Expectations Needs Improvement*

Comments (*Comments are required if "Outstanding" or "Needs Improvement" are checked.):

Signature _____

Date _____