

UIC Employee Performance Review

ACADEMIC PROFESSIONAL and SUPPORT STAFF

Employee Name:	Title:
Supervisor Name:	Title:
Mail Code:	
Date of most recent job description update:	
Review Period: (example: 7/01/07)	<input type="text"/> to <input type="text"/>
College/Dept. Name:	

Guidelines

1. Supervisor meets with employee to review **Job Description** and to provide a copy of the Performance Review form.
2. Supervisor and employee complete forms separately.
3. Select the appropriate rating (e.g., Exceeds Expectations, Meet Expectations, Does Not Meet Expectations) for each **“Core Performance Attribute.”**
4. Document comments (at the end of the rating form) to support ratings as appropriate.
5. Supervisor and employee meet to discuss Performance Ratings (i.e., self-review results, supervisor-review results).
6. Supervisor updates Employee Performance Review form based on outcome of discussion with employee. This will serve as the “official” annual review document.
7. Supervisor and employee sign “official” form. Where appropriate, the final review should receive a second level sign off (e.g., unit or department head), before placement in the employee file.
8. Retain signed Performance Review in the employee's personnel file within the department. **DO NOT RETURN TO HUMAN RESOURCES.**

NOTE: Employee Performance Reviews should be maintained as they may be requested during an audit.

Rating Scale Descriptions

Exceeds Expectations	Meet Expectations	Does Not Meet Expectations
<ul style="list-style-type: none"> o Significantly and consistently (more than 50% of work hours) exceeds expectations and role requirements <u>defined in the Job Description</u> o Demonstrates exceptional depth and breadth of knowledge, highly recognized by others within the University community o Demonstrates role model behavior for other supervisors/staff to emulate 	<ul style="list-style-type: none"> o Meets and occasionally exceeds expectations and role requirements <u>defined in the Job Description</u> o Demonstrates willingness to collaborate with peers, managers, students and customers consistently 	<ul style="list-style-type: none"> o Does Not Meet Expectations and role requirements <u>defined in the Job Description</u> on a consistent basis (more than 50% of work hours) o Requires more than the expected level of supervision o Exhibits consistent (i.e., one or more documented actions per month) inappropriate work behavior while interacting with peers and/or management

Directions: Insert the appropriate rating (e.g., 1, 2 or 3) in the space provide to the right of the “Attribute.”

CORE PERFORMANCE “ATTRIBUTES”	EXCEEDS EXPECTATIONS (3)	MEETS EXPECTATIONS (2)	DOES NOT MEET EXPECTATIONS (1)
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 			
Planning, Initiative and Adaptability <ul style="list-style-type: none"> ○ 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 			
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 			
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 			
Communication Skills <ul style="list-style-type: none"> ○ Conveys ideas and information in writing and/or orally effectively ○ Shares information and resources with others as appropriate in a timely manner 			
Service Excellence <ul style="list-style-type: none"> ○ Listens to and understands the needs of internal and external customers ○ Responds to customer in a timely manner ○ Uses collaborative solution approaches in problem-solving as appropriate ○ Demonstrates respect for all individuals regardless of their background, culture or organizational level 			
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 			

Column Totals

Overall Rating Score (Add Column Totals)

Overall Rating Scoring Ranges:

Non- Supervisory Exceeds Expectations (18-15); Meets Expectations (14-10); Does Not Meet Expectations (9-6)

Supervisory Exceeds Expectations (21-18); Meets Expectations (17-12); Does Not Meet Expectations (11-7)

Directions: Place an 'X' in the appropriate box below.

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
OVERALL PERFORMANCE REVIEW RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Recommendations (Optional):

Employee Signature:

Date:

Supervisor Signature:

Date:

Unit Head Signature:

Date: