

PERFORMANCE EVALUATION FORM

Employee Name: _____ Department: _____

Position: _____ Section: _____

Type of Review: _____ Formal _____ Probationary Date: _____

UNIVERSITY OF ILLINOIS AT CHICAGO THE UNIVERSITY LIBRARY

The statements following the definitions of criteria are descriptive examples and are intended for use as guides. They are not to be considered necessarily inclusive or exhaustive.

Comments under the individual criteria must be included for all full-time and/or supervisory personnel.

Adopted by
Department Heads Council
January, 1976

Effective January, 1978, the following definitions apply in all Performance Evaluations:

- | | |
|-----------------------------|--|
| Unsatisfactory | shall be used to mean the employee is not meeting requirements of the position and/or job performance is unacceptable. |
| Needs Improvement | shall be used to mean the employee is sometimes meeting requirements or meeting them marginally; deficiencies are to be made up; general improvement is expected. |
| Meets Requirements | shall be used to mean the employee is fulfilling all expectations for the job, performing well, and progressing in the position. |
| Exceeds Requirements | shall be used to mean the employee not only fulfills performance expectations, but also makes appreciable contributions to the unit and the department above and beyond expectations, performing in an excellent and commendable fashion. |
| Superior | shall be used when the employee not only exceeds performance expectations and contributes to the department appreciably, but also performs consistently at a level expected of employees charged with greater responsibilities and makes contributions significant to the department and the library as a whole, resulting in improved services and/or operations. |

These definitions should be included in each Performance Evaluation.

PART A. GENERAL EVALUATION CRITERIA: General areas of job performance applicable to most employees will be rated in this section, on a scale ranging from superior to unsatisfactory. In order to maximize the clarity and benefit of the evaluation, it is mandatory that the “Comments” area be used to indicate the considerations, which influenced the rating. Also, note again that the statements following the definitions of criteria are merely guidelines, and not the only points which may be considered.

1. **JOB KNOWLEDGE:** The degree to which the employee understands the job elements required to perform work assignments properly.

- * Demonstrates understanding of standard procedures
- * Acquires and applies necessary job skills within a reasonable period of time
- * Demonstrates understanding of how one’s work relates to other work in the department and in the library
- * Is able to explain elements of own job
- * Understand the general plans and goals of the work unit
- * Shows knowledge of proper communication channels

For personnel with supervisory responsibilities consider:

- * Knowledge of job descriptions
- * Keeps up-to-date on policy and rules

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

2. **DEPENDABILITY:** The degree to which the employee is reliable within the requirements of the job.

- * Maintains an established schedule
- * Makes appropriate arrangements for absences
- * Works with minimal supervision
- * Meets deadlines with completed assignments

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

3. **QUALITY OF WORK:** Quality results from the performance of various functions of the job with accuracy and thoroughness.

- * Gives attention to the details of the job
- * Adheres to job standards

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

4. **PRODUCTIVITY:** Refers to the amount of work accomplished in relation to the workload in a given period of time.

- * The amount of measurable work performed in relation to a defined standard
- * Organizes work for maximum efficiency

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

5. **JUDGEMENT/RESPONSIBILITY:** Decision-making ability when faced with job related problems.

- * Ability to perceive alternatives, their implications, and assess priorities
- * Willingness to make prompt reasonable decisions characterized by sound thinking without guidance or in the absence of a superior authority
- * Willingness to be personally accountable for judgments made-doesn't "pass the buck"

Consider extra efforts to meet work demands and keep unit operations flowing smoothly.

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

6. ATTITUDE: The employee's mental outlook toward his/her position.

- * Interest or enthusiasm show in his/her work
- * Awareness of and interest in departmental policies and objectives
- * Contribution to the morale of the unit and to a professional work environment

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

7. COOPERATION: The manner in which the employee works effectively with others toward the objectives of the work unit.

- * Willingness to aid other members of the work unit
- * Uses tact and courtesy in dealing with others

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

8. FLEXIBILITY: The manner in which the employee meets changing conditions and responds to new procedures.

- * Adapts to changes in standard procedures and work duties
- * Adapts to changing job responsibilities
- * Is open to ideas and developments

For personnel with supervisory responsibilities consider:

- * Recognizes the need for change when old procedures become outmoded and takes appropriate action

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

9. INITIATIVE: Ability to begin or to follow through with a plan or task; enterprise.

- * Resourcefulness or aptitude displayed in contributing to, or implementing, improvements in unit operations as appropriate
- * Self-reliance: Works steadily and conscientiously without procrastination and with little direction in established procedures; finds or asks for something to do when assigned tasks are completed.

Superior
Exceeds Requirements
Meets Requirements
Needs Improvement
Unsatisfactory
Not Applicable

COMMENTS:

10. ADDITIONAL AREA(S) RELATED TO JOB PERFORMANCE:

PART B. SUPERVISORY EVALUATION CRITERIA: This portion of the form is a list of criteria which are pertinent only in evaluating personnel whose responsibilities include supervision of others

Applicable

Not Applicable

In each area supervisory ability will be rated as satisfactory or unsatisfactory. If the rating is satisfactory, comments are optional. However, if the rating is unsatisfactory, comments should indicate the specific problem points. Again, statements following the definitions of criteria are guidelines, and not the only points which may be considered.

1. **COMMUNICATION:** How clearly, completely and effectively the supervisor expresses herself/himself.

- * Strives to explain clearly work objectives and procedures
- * Keeps each staff member informed on changes and goings-on both in the work unit and library-wide
- * Provides staff with opportunities for exchange of ideas, complaints, and problems both work-related and personal

Satisfactory

Unsatisfactory

COMMENTS:

2. COORDINATION/DELEGATION: How well the supervisor plans and distributes work, utilizing available resources.

- * Sees what has to be done, what are resources
- * Plans the work
- * Selects and assigns people according to their capabilities (workload)
- * Orients and trains staff

Satisfactory
Unsatisfactory

COMMENTS:

3. MOTIVATION: The ways in which the supervisor sees to it that the goals of the work unit are reached.

(a) By encouraging effective performance:

- * Keeps up-to-date on the progress of each staff member-demonstrates an awareness of the need for frequent evaluation and re-evaluation
- * Provides counseling when work-related problems arise, and as a means for mutual exchange of ideas or suggestions
- * Recognizes (acknowledges) good performance of individuals and of the staff as a whole

(b) Through discipline: The supervisor's actions reflect an awareness that:

- * Discipline should be in correct proportion to the infraction of rules, policy, etc.
- * Discipline should be constructive, its sole purpose being to correct the person's job behavior and to develop him/her into a satisfactory employee
- * Such corrective action should contain no element of punishment or retaliation

Satisfactory
Unsatisfactory

COMMENTS:

PART C. OVERALL EVALUATION OF PERFORMANCE: This section sums up the employee's total job performance. Comments are mandatory to give a more specific and complete picture than the rating alone would convey.

- Superior
- Exceeds Requirements
- Meets Requirements
- Needs Improvement
- Unsatisfactory

COMMENTS:

PART D. EMPLOYEE'S COMMENTS:

PART E. SIGNATURES

I have read this evaluation and have reviewed it with the rater. My signature does not necessarily imply agreement with the conclusions of the rater.

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____

NEXT LEVEL SUPERVISOR'S SIGNATURE _____

FORMS/SUPPORT FORMS/2, 3, 4 ORIGINAL