

## Annual Performance Appraisal - Introduction

The University of Texas at Dallas [UTDBP3091](#) requires that all faculty and staff have their job performance formally evaluated on an annual basis. UTD policy states, "*Appraisals will be completed for those who are employed during the review period in any capacity or classification (e.g. A&P, classified, wage, temporary, or in a regular budgeted position) at any FTE level for 4.5 months or greater.*" The period covered by the annual review should focus on the previous calendar year. The information provided below applies to the annual appraisals for Classified and Administrative and Professional staff.

The employee and manager to whom they report should meet and discuss the annual review. Upon completion of the performance review meeting, signed copies of the review will be distributed as indicated below. Employees wishing to add comments to their review may do so in the section provided or may provide a written statement. Employee statements should be provided to their supervisor, with a copy to HR, within 20 working days of receiving their appraisal. The employee's statement will be filed with the appraisal. According to University Policy, appraisals must be submitted to HR by the 5<sup>th</sup> working day in April. However, supervisors are encouraged to complete the appraisal as soon as schedule permits after the close of the calendar year. The following descriptions are provided to assist the supervisor in using the designated rating scale.

1. **Unsatisfactory (UN)** - Routinely fails to meet expectations. Employee requires a disproportionate amount of supervision. Demonstrates a lack of adequate job knowledge and requisite job competencies after sufficient time and training have been received. Performance is at a level below established standards and expectations with the result that their overall contribution is marginal or substandard. *(Comments must cite specific performance/behavioral issues that justify this rating and the disciplinary or performance planning needed to correct it.)*
2. **Needs Improvement (NI)** - Employee performance does not always meet standards or expectations. Employee requires more than a normal degree of direction and supervision. Some requisite job competencies and knowledge are demonstrated. Individual may still be learning the job and/or functions and requires additional time to develop. Meets most objectives and expectations but definite areas exist where achievement is falling short of being fully successful. *(Goals should address this rating and include standards and expectations that need to be met in order to improve and the process that will be implemented in order for the employee to improve their performance.)*
3. **Fully Successful (FS)** - Employee fully meets requirements and expectations. Employee requires a normal degree of supervision. Requisite job competencies and knowledge are demonstrated. Performance is solid and demonstrates a competent level of skill. Employee's contribution to the success of the team is significant.
4. **Commendable (CM)** - Performance fully meets and often exceeds requirements and expectations. Employee requires minimum supervision. Performance is strong and demonstrates a high level of skill and job competency. Employee's contribution to the success of the team is substantial.
5. **Exemplary (EX)** - Performance far exceeds all job standards and expectations. Employee requires little or no supervision. Performance regularly approaches the best possible attainment and demonstrates an extraordinary level of skill and competency. Employee's contribution to the success of the team is extensive and consistent. *(Comments should speak to specific examples or performance that justifies this rating for each factor area rated at this level.)*

### Distribution of Completed Appraisal Forms:

- Signed original retained by Supervisor/Manager.
- Signed copy to employee.
- Signed copy to HR for inclusion in personnel file. (Send all pages, except Introduction page.)

### Assistance Available:

Supervisors are encouraged to take advantage of annual training and calibration sessions held during the first three months of the year. New or first time supervisors should plan on attending one of these sessions. For consultation or questions about the annual review process at UT Dallas, please contact the Office of Human Resources (972-883-2221).

### Helpful Links:

- [Guidelines for Supervisors](#)
- [Employee Self-Evaluation Tool](#)
- [HR web pages on the annual performance appraisal process](#)





## Performance Review: Classified Staff (Supervisors)

Employee Name: \_\_\_\_\_ UTD ID: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Review Date: \_\_\_\_\_

**Rating Scale - See introduction page for guidelines on using this performance rating scale.**

UN - Unsatisfactory NI - Needs Improvement FS - Fully Successful CM - Commendable EX - Exemplary

### Classified Performance Factor Ratings & Comments

Rating

**A. Job Knowledge:** Demonstrates understanding of knowledge, skills, processes, equipment operation, procedures and resources necessary to perform the essential functions of the job and work assignments.

**B. Quality of Work:** Demonstrates accuracy, completeness and follow-through of work; delivers work product in a neat and acceptable format; displays pride and professionalism in work

**C. Quantity of Work:** Demonstrates timely completion of work; able to adjust to changes in work demands to meet expected timetables; works at sufficient volume to perform the essential functions of the job and the work assigned.

**D. Responsibility and Dependability:** Demonstrates ownership of assigned work; accepts responsibility for their performance; accepts new assignment; fulfills commitments, meets deadlines and achieves expected results; exercises good judgment according to essential function of the job and the work assigned.

Employee Name & ID:

**Classified Performance Factor Ratings & Comments (Continued)**

**Rating**

**E. Attendance/Punctuality:** Demonstrates reliability in being available for work; conforms to work hours, timely attendance at meetings & other work obligations; present at work and on time. Absences are properly scheduled & reported.

**F. Interpersonal Relations:** Demonstrates respect for others, including supervisors, subordinates & peers; communicates and relates effectively with coworkers, supervisors and others; uses tact & diplomacy, acts professionally.

**G. Effective Use of Time:** Demonstrates self-management skills, including time management, planning, scheduling, prioritizing and completing work responsibilities and job assignments in accordance with expectations & job functions.

**H. Initiative:** Demonstrates interest in generating ideas & taking action to solve problems; makes appropriate decisions about when to act independently & when to consult others; searches for practical solutions, resourceful & versatile in handling assignments; suggests & implements improved work methods; follows through on tasks with little or no reminders.

**I. Service Orientation:** Demonstrates commitment to service excellence & the creation of a service oriented culture; identifies & takes appropriate action to meet the needs of internal and external "customers" & constituents in a responsive, respectful & caring manner; is positive & courteous in dealing with students, faculty, staff and campus visitors/guests.

**Other:** This space is reserved for a supervisor to note any other performance concerns or issues for the record. It is also a place for supervisors to recognize employees for their accomplishments over the previous performance rating period. This is not another performance rating factor. It is for information and feedback. No rating should be provided.

Employee Name & ID:

### Performance Rating Factors for Classified Supervisory/Management Personnel

**Instructions:** Listed below are six (6) appraisal factors that are considered to be key measures for classified personnel who carry supervisory/managerial responsibilities. Each factor includes descriptive information about that factor. In the spaces provided, the reviewer should describe actions, practices and behaviors that most appropriately describe this employee's ability to perform the supervisory/managerial factor described.

**A. Leadership:** Demonstrates the ability to motivate others, to foster employee morale and satisfaction; the ability to apply University practices and policies in a fair and professional manner.

**B. Communication Skills:** Demonstrates the ability to communicate clearly; to keep supervisors, subordinates and peers adequately informed; demonstrates effective written and verbal communication skills.

**C. Decision Making:** Demonstrates the ability to identify problems, gather and organize facts, evaluate options and make reasoned and effective final decisions.

**D. Staff Development:** Demonstrates ability to effectively management the personal and professional growth of staff. Also includes how well responsibility and authority are delegated to staff in order to promote the productivity and professionalism of staff.

**E. Planning & Implementation:** Demonstrates the ability to plan, utilize resources (e.g., time, money, facilities, materials, equipment, employees' skills, etc), and accomplish objectives.

**F. Internal Controls:** Demonstrates a commitment to strong internal controls, including support of the sound financial condition of the administrative unit and overall good business practices and management.

Employee Name & ID:

Performance Highlights

Strengths & Competencies

Development & Improvement Areas

Goals and Performance Planning

Employee Development Plan		
Target Goals for Performance Improvement, Development or Enhancement	Required Action Steps to Attain Targeted Goal	Proposed Date or Timeline

Employee Name & ID:

## Performance Review Summary (Supervisors-Managers)

Overall Performance Rating:

UN - Unsatisfactory NI - Needs Improvement FS - Fully Successful CM - Commendable EX - Exemplary

**Supervisor Comments About Overall Rating:** (Note: An overall rating of either "Unsatisfactory" or "Exemplary" requires expanded information explaining why such ratings are warranted.)

**Employee Comments:** Employees may add comments below or provide them at a later date (not to exceed 20 days from the date of this performance review). Comments should be written and provided to both the supervisor and Human Resources. Comments received by Human Resources will be placed in the employee's personnel file along with a copy of this performance review.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE TO EMPLOYEE:** By signing this form, you are indicating that you have discussed this performance review with your supervisor (or his/her designee). Signing this form does not necessarily indicate that you agree with this performance evaluation.

**Immediate Supervisor (Print Name):** \_\_\_\_\_

**Immediate Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Next Level Supervisor (Print Name):** \_\_\_\_\_

**Next Level Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_