

Performance Appraisal Form

TYPE OF REVIEW: ANNUAL PERIODIC

I. EMPLOYEE INFORMATION

NAME (First name, MI, Last name)	PERSONNEL #	JOB GRADE	DATE IN JOB
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BUSINESS UNIT/DEPARTMENT

POSITION WORKING TITLE	PERFORMANCE PERIOD	
	BEGINNING DATE	ENDING DATE

II. CORE VALUES: UNMC has embraced the following set of core values. The demonstration of these values sets the standard for how we deal with customers and how we treat each other.

VALUES	CUSTOMIZED VALUES (Optional)
Accountability: Accepts responsibility for own actions and decisions. Demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner.	
Adaptability: Adjusts planned workload by gathering relevant information and applying critical thinking to address multiple demands, completing priorities in a changing environment.	
Communication: Effectively conveys information and expresses thoughts and facts. Demonstrates the effective use of listening skills, and displays openness to other people's ideas and thoughts.	
Customer/Quality Focus: Anticipates, monitors, and meets the needs of customers, as well as responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs. Continually seeks to provide the highest quality service and product to all customers.	
Inclusiveness: Fosters respect for all individuals and their points of view. Interacts appropriately with all members of the campus community (to include -campus visitors, business and community partners) without regard to individual characteristics. Demonstrates a personal commitment to create a hospitable and welcoming environment.	
Occupational Knowledge/Technology Orientation: Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, to include understanding and application of technology (hardware, software, equipment and processes).	
Team Focus: Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.	
Leadership: Communicates the University's vision in ways that gain the support of others. Mentors, motivates and guides others toward goals.	

III. PERFORMANCE EXPECTATION, RESULTS AND DEVELOPMENT		
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1.	ACCOUNTABILITY:	WEIGHT: %
	DUTIES:	

EMPLOYEE SELF EVALUATION:	RATING:
MANAGER EVALUATION (Include the values, quality and compliance demonstrated or not demonstrated)	RATING:
	WEIGHTED RATING:

2.	ACCOUNTABILITY:	WEIGHT: %
	DUTIES:	

EMPLOYEE SELF EVALUATION:	RATING:
MANAGER EVALUATION (Include the values, quality and compliance demonstrated or not demonstrated)	RATING:
	WEIGHTED RATING:

3.	ACCOUNTABILITY:	WEIGHT: %
	DUTIES:	

EMPLOYEE SELF EVALUATION:	RATING:
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MANAGER EVALUATION (Include the values, quality and compliance demonstrated or not demonstrated)	RATING:
	WEIGHTED RATING:

4. ACCOUNTABILITY:	WEIGHT: %
DUTIES:	

EMPLOYEE SELF EVALUATION:	RATING:
MANAGER EVALUATION (Include the values, quality and compliance demonstrated or not demonstrated)	RATING:
	WEIGHTED RATING:

5. ACCOUNTABILITY:	WEIGHT: %
DUTIES:	

EMPLOYEE SELF EVALUATION:	RATING:
MANAGER EVALUATION (Include the values, quality and compliance demonstrated or not demonstrated)	RATING:
	WEIGHTED RATING:

6.	ACCOUNTABILITY:	WEIGHT: %
	DUTIES:	

EMPLOYEE SELF EVALUATION:	RATING:
MANAGER EVALUATION (Include the values, quality and compliance demonstrated or not demonstrated)	RATING:
	WEIGHTED RATING:

7.	ACCOUNTABILITY:	WEIGHT: %
	DUTIES:	

EMPLOYEE SELF EVALUATION:	RATING:
MANAGER EVALUATION (Include the values, quality and compliance demonstrated or not demonstrated)	RATING:
	WEIGHTED RATING:

IV. OVERALL RATING

Please indicate the overall weighted rating in the space provided below.

RATING	EXPLANATION	
5	EXCEEDS EXPECTATIONS	Clearly exceeds expectations on a consistent basis.
3.6-4.9	MEETS EXPECTATIONS AND EXCEEDS AT TIMES	Consistently meets all expectations and at times exceeds several.
3-3.5	MEETS EXPECTATIONS / TOO SOON TO EVALUATE	Fully and consistently meets expectations.
2-2.9	DOES NOT FULLY MEET EXPECTATIONS, ATTENTION REQUIRED	Does not fully meet certain expectations. Developmental action required.
1-1.9	IMMEDIATE IMPROVEMENT REQUIRED	Fails to meet key expectations. Immediate improvement required.
OVERALL RATING		

V. SUMMARY COMMENTS (Summarize overall rating - optional)

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REVIEWER'S SIGNATURE:

	I have reviewed and discussed this performance appraisal form with the employee.	DATE DELIVERED:
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VI. NEXT LEVEL MANAGER COMMENTS:

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SIGNATURE

	I have reviewed and agree with the contents of this performance appraisal form.	DATE:
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VII. EMPLOYEE'S COMMENTS:

The employee may comment here on any aspects of this performance appraisal or coaching discussion. If more room is required, please attach an additional comment sheet.

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EMPLOYEE'S SIGNATURE: My signature does not necessarily mean that I am in full agreement with the contents of this performance appraisal form.

	The contents of this performance appraisal form have been reviewed and discussed with me.	DATE:
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