

## **CLASSIFIED EMPLOYEES PERFORMANCE EVALUATION FORM**

Notes: 1.) Please put the employee's name and ID number at the top of every page. 2.) Please complete **ALL** sections. 3.) Please be sure that **ALL** signatures have been obtained for **ALL** areas indicated on the form. 4.) Any incomplete or incorrect packets will be returned to the department.

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### **PERFORMANCE EVALUATION INSTRUCTIONS:**

#### **I. Cover Page:**

- A. Employee Name – Enter employee's name as it appears in Banner.
- B. Employee ID# - Enter employee's ID number.
- C. Department – Enter department name.
- D. Title – Enter the title of the employee that is being evaluated.
- E. Date of Evaluation – Enter the date of the actual evaluation.
- F. Rating Period – Enter the period for which the employee is being evaluated.
  1. The beginning effective date should be the employee's hire date or the anniversary date of the employee.
  2. The "to" date should be the year following the anniversary date. Example: Employee's anniversary date is 11/15. The evaluation rating period should be 11/16/12-11/15/13, with the evaluation due to HR no later than 12/15/13.
- G. Supervisor Name – Enter the name of the supervisor completing the evaluation.
- H. Supervisor ID# - Enter the supervisor's ID number.

#### **II. Duties and Responsibilities (page 2):**

- A. You should have already submitted a list of duties and responsibilities on the old form. Those can be transferred to this page. An updated list should be submitted to HR if at any time a change occurs regarding job duties. Use additional pages if needed. The beginning of a new rating period would be the best time to submit an updated list. For new hires, a list of duties and responsibilities should be submitted to HR within the first 30 days of hire.
  1. Enter the employee's rating for each duty/responsibility.
  2. Print.
  3. Sign and date the day of the evaluation.

#### **III. Performance Review (page 3):**

- A. This section is to evaluate the employee's job performance based on the categories listed.
  1. Enter the rating for each category.
  2. It is not necessary to attach additional documentation for a rating of A or E for this section; however you are welcome to do so. The requirement for additional documentation is for an overall rating of A or E, which is the section on page 4.

#### **IV. For Supervisors (bottom of page 3):**

- A. This section is to evaluate classified employees that supervise other full-time benefits eligible employees. This does not include classified employees supervising hourly, work study, graduate assistants, or any other non-benefits eligible employees. If the employee does not supervise any other full-time benefits eligible employees, you will leave this section blank.
  1. Enter the rating for each category.
  2. It is not necessary to attach additional documentation for a rating of A or E for this section; however you are welcome to do so. The requirement for additional documentation is for an overall rating of A or E, which is the section on page 4.

**V. Overall Evaluation (page 4):**

- A. This section is to rate the employee's overall performance and should be based on the ratings given in the previously addressed areas. An overall evaluation of satisfactory (employee meets performance requirements and objectives) is confirmation that the employee is doing Grade "A" level work. If the employee is performing above and beyond Grade "A" level work and is rated above average or exceeds standards, additional detailed documentation citing specific instances and examples of how the employee exceeds standards and justifying the rating will be required from the supervisor and must be submitted to the reviewing official for evaluation and approval.
1. Enter rating for overall performance.
  2. Attach additional detailed documentation for an overall rating of A or E.

**VI. Supervisor Comments (page 4):**

- A. This section is to review duties/responsibilities and describe actual results. Any evaluation of "Unsatisfactory" must be explained in this section.
1. Note major contributions and where effectiveness could be increased.
  2. Provide additional comments for any previous sections or individual categories.
  3. Use additional sheets if necessary.

**VII. Future Plans (page 4):**

- A. This section is to list and document a planned outline for the employee to follow to improve area(s) of job performance.
1. List goals and objectives for the next rating period.
  2. Use additional sheets if necessary.

**VIII. Employee Comments (page 4):**

- A. This section is for the employee that is being evaluated to list his/her own comments.
1. The evaluated employee should list his/her own comments, goals, etc.
  2. Use additional sheets if necessary.

**IX. Signature Block (bottom of page 4):**

- A. This section is for the signatures of all parties involved.
1. Employee Signature - The employee that is being evaluated should sign here and put the date of the actual evaluation. It should be communicated that his/her signature does not indicate agreement or disagreement. His/her signature only indicates that they have read the evaluation and that it was discussed with them.
  2. Signature of Immediate Supervisor – The supervisor performing the evaluation should sign here and put the date of the actual evaluation.
  3. Signature of Reviewing Official – This is a required signature. This line cannot be left blank and must have the signature of a higher authority of the supervisor performing the evaluation. Example: If you are a Department Chair performing the evaluation, the reviewing official would be the Dean of the College.

**X. Appeals Procedure:**

- A. If the employee disagrees with their supervisor's evaluation of their performance and have evidence to support their reasons, they may appeal their performance rating, in accordance with the following procedures:

1. The employee may ask their supervisor to reconsider their evaluation. The request for reconsideration must be made in writing within ten calendar days of the evaluation interview and must state the reasons the employee considers the rating inaccurate, providing evidence or documentation, as appropriate.
2. The supervisor will review the reasons given and respond to the employee in writing within ten calendar days of receiving the request.
3. If the employee and supervisor cannot reach agreement, the employee may submit a written request for review, within five calendar days, to the supervisor's immediate supervisor.
4. That official will review the employee's request for reconsideration and the supervisor's response, and may ask either the employee or supervisor (or both) to provide additional documentation or explanation. Within ten calendar days of receiving the request for review, the supervisor's immediate supervisor will respond to the employee and the supervisor in writing, proposing a resolution of the disagreement.
5. If the department in which the employee works has additional levels of supervision and the employee is not satisfied with the proposed resolution, the employee may appeal the decision of the supervisor's supervisor to the next level and beyond, provided that the employee presents evidence or documentation supporting the request for review, up to the level of the department head. At each level, the employee must submit the request for review within five calendar days after receiving a response and the review will have ten calendar days to respond.
6. If the employee disagrees with the recommendations of the department head, the employee may submit a written request for review, presenting supporting evidence within five calendar days, to the vice president. The vice president will review the written record and may ask for specific additional information or documentation. Within ten calendar days of receiving the employee's request for review, the vice president will recommend a resolution, in writing, to the employee and supervisor.
7. If the employee is not satisfied with the recommendation of the vice president, the employee may submit a request for review, along with documentation, to Human Resources. Within ten calendar days, Human Resources will make a recommendation in writing to the President. The decision of the President is final and binding.

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**SUBMIT COMPLETE EVALUATION PACKET TO HUMAN RESOURCES**

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# UNIVERSITY OF CENTRAL ARKANSAS

## Performance Evaluation for Classified Employees

Employee Name:

Employee ID#:

Department:

Title:

Date of Evaluation:

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Rating Period: \_\_\_\_\_ to \_\_\_\_\_

Supervisor Name:

Supervisor ID#:

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Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

**Performance Review**

(Please Mark One)

U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Job Knowledge -- Evaluate the use of information, procedures, materials, and techniques, etc., required for current job.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Quality -- Evaluate the accuracy, completeness, and follow-through of work and health and safety rules and procedures.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Planning/Organizing -- Evaluate areas such as varying work demands, developing efficient methods, setting goals and objectives, establishing priorities, and utilizing available resources.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Productivity -- Evaluate the volume and timeliness of work based on the requirements of the job.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Initiative -- Evaluate the self-starting ability, resourcefulness, and creativity as applied to the duties of the position.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Coordination/Team Work -- Evaluate interpersonal relationships with other employees, students, and faculty and willingness to help others accomplish tasks.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dependability -- Evaluate punctuality, regularity in attendance, meeting deadlines, and performing work without close supervision.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Public Relations -- Evaluate ability to communicate with public in a helpful and informative manner.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Conduct - Evaluate ability to behave in a manner consistent with the University mission.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Optional Factor -- (To be used to evaluate a particular aspect of the position which is peculiar to that position, in the judgment of the supervisor.)

**For Supervisors** (additional factors for employees with supervisory responsibilities)

U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Diversity Initiatives -- Evaluate effectiveness in promoting and implementing the principles and policies that support the university's diversity and affirmative action goals.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Leadership -- Evaluate areas such as setting realistic expectations; encouraging efficient, productive performance; providing good managerial example; inspiring enthusiasm for professional goals; and interpersonal communication skills.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Delegating -- Evaluate areas such as utilizing capabilities of people and resources, distributing work, and regulating work flow.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Development of Subordinates -- Evaluate aspects such as providing career development resources and offering guidance; communicating priorities, goals and objectives; and giving clear task instructions.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Controlling -- Evaluate areas such as insuring that assignments are completed accurately and on time; setting priorities, goals, and objectives, etc.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Affirmative Action Objectives -- Evaluate effort and effectiveness of hiring in achieving equity within the work area.
U S A E <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Optional Factor -- (To be used to evaluate a particular aspect of the position which is peculiar to that position, in the judgment of the supervisor.)

