Year: _____

UNIVERSITY OF ARKANSAS | J. William Fulbright College of Arts & Sciences

PERFORMANCE PLANNING & EVALUATION WORKSHEET FOR NON-CLASSIFIED EMPLOYEES

EMPLOYEE NAME: .....

JOB TITLE: .....

SUPERVISOR: .....

DEPARTMENT / AREA: .....

This worksheet will be given to the employee prior to the scheduled performance review. The employee should complete Section I and return it to the supervisor before the review. The supervisor will then complete Section II, parts A and B. The supervisor should be prepared to discuss each section of the worksheet during the performance review. Following the review, the supervisor and employee should sign the form. A copy of the worksheet should be given to the employee, and the original given to Fulbright Human Resources who will obtain the signature from the Chair/Dean, if applicable. The evaluation worksheet will be retained in the employee's personnel file. If you need more space for any item, please use a separate sheet of paper and attach it to this worksheet.

Section I – Employee Self Evaluation

Major Contributions or Accomplishments: Note the significant contributions you made during the previous year. These accomplishments may include important projects or objectives completed, new ideas successfully implemented, or improvements that resulted in a decrease in the current rate of mistakes, ways to better help you meet deadlines, improved quality of the work, or increased customer satisfaction with the work.

Employee's Comments:

Obstacles to Effective Job Performance: Note "trouble spots" - things that happened that made you less effective. Obstacles to effective performance may come from resource limitations, the performance of subordinates or others, breakdowns in communication, your own attitudes or performance, or factors that are beyond your control. Note any suggestions you have for removing these obstacles. In terms of technology, what do you need now, and what will you need in the future? What problems do you think should be addressed in the department? What can be done to reduce costs, serve the client better, improve productivity or quality?

Employee's Comments:

Objectives and Future Plans: Make notes concerning your performance plan for next year. Your ideas will serve as the basis, in part, for the objectives you and your supervisor will develop for the coming year. Here are some important questions to keep in mind when setting objectives: How satisfied are you with the quality of work you produced? Are there ways you could do the work that would decrease the current rate of mistakes, better meet deadlines, improve the quality of the work, increase satisfaction with the work?

1.

2. .....

3. .....

4. .....

5. .....

.....

Section II Part A– Supervisor Evaluation – Skill Ratings

Leadership Skills: Please evaluate the employee on the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Progress on current project (s) and duties						
Takes ownership of work/shows initiative						
Develops innovative ideas						
Logically forms & executes ideas						
Learns & applies new techniques						

Supervisor Comments:

Communication Skills: Please evaluate the employee on the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Written communication skills						
Oral communication skills						
Effectively presents work to others						
Responds to questions appropriately						
Communicates in a timely manner						

Supervisor Comments:

Interpersonal Skills: Please evaluate the employee on the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Cooperation with others						
Responds positively to work demands						
Maintains professional/respectful demeanor						

Supervisor Comments:

Professional skills: Please evaluate the employee on the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Attendance - Observance of work hours						
Punctuality and reliability						
Meets deadlines						
Safely operates campus equipment						
Participates in departmental meetings						

Supervisor Examples or Comments:

Section II Part B– Supervisor Evaluation – Competencies

Please evaluate the employee on following competencies by providing a narrative with specific details relating to the previous years' performance in each applicable area.

Competency	Supervisor Comments
Professional/Technical Competence Has requisite knowledge and competence in field (advising, IT, postdoctoral research, etc.) and applies up-to-date technical/professional principles, practices, and standards appropriate to the functions of the unit/college, and acts as a resource upon whom others can draw. Assumes full and complete responsibility for accomplishment of his/her functions.	
Problem Solving / Decision-Making Problem solving: identifies problems and involves others in seeking solutions; conducts appropriate analyses; searches for best solutions; responds quickly to new challenges. Decision-making: makes clear, consistent, transparent decisions; acts with integrity in all decision-making. Takes initiative to make improvements; exhibits persistence and initiative. Assists in achieving departmental/college goals.	
Teamwork Cooperates and collaborates with colleagues as appropriate; works in partnership with others. Effectively delegates when appropriate. Accepts direction from others and manages change effectively when necessary. Intentionally works to manage and resolve conflict.	
Customer Service Demonstrates that he/she values the importance of delivering high-quality, innovative service to internal and external clients, including faculty, staff, and students; understands the requirements of being student focused. Produces an effective, high-quality work product and delivers timely and accurate results.	
Research / Projects Learns and applies new research techniques when necessary; interprets data accurately; develops innovative ideas; logically designs and executes experiments. Evident knowledge of grants. Attends professional meetings and shows evidence or interest in publication of research. Completes projects in a timely manner.	
Inclusiveness – Diversity Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others; and creates opportunities for access and success in work group.	

Section III – Ratings and Acknowledgements

SUPERVISOR'S OVERALL RATING								
Improvement is Essential for Job Success			Performance on Target			Key Contributor Who Consistently Performs at a High Level		
1	2	3	4	5	6	7	8	9
☐	☐	☐	☐	☐	☐	☐	☐	☐

Additional Supervisor's Comments:

SIGNATURES

Employee*	Date
Supervisor	Date
Chair / Dean	Date

** Signature shown only indicates this evaluation has been shared and discussed with me, and does not necessarily indicate agreement with the contents.*