

University of California, Davis
EMPLOYEE PERFORMANCE APPRAISAL REPORT

This form is used to evaluate the performance of staff employees. Examples of well-written evaluations and summaries of accomplishments are on the Web at http://www.hr.ucdavis.edu/Forms/All/Perf_Eval.

Period covered (month/day/year): from _____ to _____

Employee name

Employee number

Title code and payroll title

Percent appointment

Personnel program or bargaining unit

Department

Working title (optional)

Length of time in this position

Supervisor name

Yes No (months: ____)
Supervised for entire review period?

JOB-RELATED PERFORMANCE: Describe performance during the review period. The evaluation must be based on clearly-defined job functions or performance expectations. The rating in the Supervisor's Recommendation must be supported by the narrative. Use additional sheets if needed.

SUPERVISOR'S RECOMMENDATION:

I rate _____'s performance for this review period as:

- Meets or Exceeds Expectations
 Does Not Meet Expectations

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Employee Name

SUPERVISORS AND MANAGERS: Each supervisor and manager must be evaluated on supervisory performance, support of the Principles of Community (including equal employment opportunity and affirmative action performance), and the safety record of the unit supervised.

FUTURE GOALS OR PERFORMANCE EXPECTATIONS:

SIGNATURES	
_____ Employee: I have read and received a copy of this evaluation.	_____ Date
_____ Supervisor: This is my evaluation of the employee's performance during the review period.	_____ Date
_____ Department Head: I concur with this evaluation.	_____ Date

DEPARTMENT HEAD COMMENTS: (optional)

EMPLOYEE COMMENTS: (optional)

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EMPLOYEE SUMMARY OF ACCOMPLISHMENTS

Period covered (month/day/year): from _____ to _____

Employee Name

Department

This provides an opportunity to reflect upon actual work and ensure good communication between employee and supervisor. Use of this form is optional, but may be required by a dean, vice chancellor, or department. Examples of well-written summaries of accomplishments are on the Web at <http://www.hr.ucdavis.edu/Forms>. Use this form (with additional sheets if needed) to describe:

1. accomplishments related to each job function
2. accomplishments related to established goals and/or performance expectations
3. future goals and/or performance expectations
4. training and development needs, if any
5. support of the Principles of Community (including equal employment opportunity and affirmative action performance and job-related commitment to good interpersonal relations).

Employee Signature

Date