

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 July 1, 1000 to June 30, 1001

<u>John Little</u> Employee name	<u>209382929</u> Employee number
<u>-- Assistant III</u> Title code and payroll title	<u>100%</u> Percent appointment
<u>PSS</u> Personnel program or bargaining unit	<u>Yeomanry</u> Department
<u>Stout Yeoman</u> Working title (optional)	<u>5 years</u> Length of time in this position
<u>Robin Hood</u> Supervisor name	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (months: <u> </u>) 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.

OVERALL EVALUATION

Little John is one of the most senior Yeomen in our outlaw band, and I often rely on his demonstrated mastery of each job function. This year I assigned him two particularly difficult robberies, and he exceeded my expectations, carrying them out with 100% success, within the assigned budget and in advance of the assigned deadline. Because he has been Giving to the Poor for five years, I asked him to mentor two of our new outlaws who are having trouble learning to give away money, and as a result of his efforts they are now performing much better.

Two years ago, Mr. John gave me a severe drubbing during a quarterstaff bout, and we agreed to work on improved adherence to safety rules designed to prevent injury during these practice matches. During the evaluation period, Mr. John followed all the safety rules except for one time when he forgot to shout "en garde." He is now performing at an acceptable level but I look forward to 100% compliance in the upcoming year.

I fully support the Future Goal (listed on Mr. John's Summary of Accomplishments) of expanding our hours of coverage to increase giving to the poor by 10%. We will work out the schedule adjustments within the next month.

Our Training Committee will meet in August to prioritize training requests, and I will forward Mr. John's longbow proposal to them with my endorsement.

SUPERVISOR'S RECOMMENDATION:

I rate John Little's performance for this review period as:

- Meets or Exceeds Expectations
 Does Not Meet Expectations

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Employee Name

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JOB FUNCTIONS SUPPLEMENT: This section is used to rate each function listed in the employee's position description. The percentages must add up to 100% regardless of the percent of time of the appointment. This section is required for employees in the Clerical and Allied Services unit (CX), but optional for other employees unless required by the dean or vice chancellor.

JOB FUNCTION: Stealing from the Rich

Percent of Time: 50%

PERFORMANCE EVALUATION:

Mr. John's highway robberies have increased by 29% over last year and he put forward a particularly well-thought out plan which foiled a plot by the Sheriff of Nottingham to divert King Richard's ransom. He also collaborated with Maid Marian to lure several well-fed nobles on fat palfreys into Sherwood Forest and abduct the palfreys. Although my normal expectation was that he would force them off the road at arrow-point, he surprised me with a creative and effective approach. He lured them into the forest by making "Road Closed" and "Oats for Sale Here" signs, thus eliminating a confrontation and possible criticism by the Towne Crier.

JOB FUNCTION: Giving to the Poor

Percent of Time: 50%

PERFORMANCE EVALUATION:

Mr. John's job description describes this task as identifying suitable poor people, screening their needs based on our defined qualifications, and making grants to those who qualify. He displayed great adaptability in handling the area of another Outlaw who was away at school. However, being unfamiliar with the special rules for cordwainers, he made three grants which were not within the qualifications. We have discussed this and gone over the qualifications and there have been no problems since that time.

I received two pieces of parchment from formerly poor people who received grants from Mr. John. Both praised him for his customer service skills and knowledge of the Sherwood Forest Road regulations.

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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:

1. The Outlaw Band has adopted a new departmental goal of pre-selecting rich persons based on defined standards in order to increase the average value of a robbery by 10%. Mr. John is expected to increase his average robbery by 10%. He can exceed this expectation by participating in the development and subsequent fine-tuning of the standards.
2. Giving to the Poor Hours Expansion. We agreed to alter Mr. John's work schedule so he can catch early morning and supertime passers by. My performance expectation is that he will increase grants by 10% during FY 1001-1002.
3. Training. Attend English Longbow for Fun and Profit in December 1001, including one hour per day practice on the Archery Field during training. Attend Staff Development seminar on Giving to the Poor -- Different Rules for Different Routes in March 1002 in London Towne.

SIGNATURES

Little John July 23, 1001

Employee: I have read and received a copy of this evaluation. Date

Robin Hood July 23, 1001

Supervisor: This is my evaluation of the employee's performance during the review period. Date

Prince John August 15, 1001

Department Head: I concur with this evaluation. Date

DEPARTMENT HEAD COMMENTS: (optional)

EMPLOYEE COMMENTS: (optional)

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MERIT RATING PAGE

Period covered (month/day/year): from July 1, 1000 to June 30, 1001

John Little
Employee Name

Yeomanry
Department

INSTRUCTIONS: The dean or vice chancellor, or other authorized person or group, completes this page. The dean or vice chancellor's call for appraisals will specify who is authorized to complete this page.

AUTHORIZED MERIT RATING (See instructions)	<input type="checkbox"/> Outstanding
Signature <u>Hugh Fitzwalter</u>	<input checked="" type="checkbox"/> Very Good
Date <u>September 2, 1001</u>	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Less than satisfactory

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EMPLOYEE SUMMARY OF ACCOMPLISHMENTS

Period covered (month/day/year): from July 1, 1000 to June 30, 1001

John Little

Employee Name

Yeomanry

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).

It's once again time to reflect on my past year's accomplishments. This is my fifth year as a member of the Merry Band.

Stealing from the Rich: As you know, 50% of my position is devoted to this job function. I'm pleased to report that I was able to increase highway robberies by 29% (five more than last year's record of 17). I also developed a one-time plan to tell the wicked Earl John that the Sheriff of Nottingham intended to keep King Richard's ransom. My plan was carried out last November, resulting in a loss to the Sheriff of 10,000 pieces of gold. We also planned to begin conducting train robberies in February 1001, but when we met in March, we decided to defer this plan pending the invention of the steam locomotive.

Giving to the Poor: In the other 50% of my position, I made need-based grants to 47 individuals whom we encountered on the road through Sherwood Forest (my assigned area). However, while filling in for Friar Tuck (who was on sabbatical at the Cordon Bleu), I also gave purses of silver to 4 millwrights and 3 cordwainers within his area.

Established Goals: Our Merry Band set a goal of enrolling four stout yeopersons by the end of fiscal 1000-1001. I'm happy to report that I was the one who spotted George o' the Green and Dame Softly looking for work at the Scarborough Fair and as a result of the negotiations with our Personnel Committee, they will probably join our band in July.

Future Goals: I believe that I could be more effective at Giving to the Poor if I could begin working an alternate work schedule, so as to catch the early morning and supertime passers-by on the Sherwood Forest Road. If we are able to agree on an alternate work schedule, I believe I can increase my need-based grants by 10% during FY 1001-1002.

Training and Development: I am interested in increasing my technology skills and would like to attend "English Longbow for Fun and Profit." I will need the first three Fridays of December 1001 to attend the classes, and one hour per day during these weeks to practice on the Archery Field.

EEO/AA Opportunities: I do not have supervisory responsibilities, but in our campfire discussions I have spoken often about a nation that is neither Saxon nor Norman, but English.

Little John

Employee Signature

July 17, 1001

Date