# University of California, Davis Employee Performance Appraisal Report

for Professional and Support Staff (PSS), and Managers and Senior Professionals (MSPs)

Period covered:	to
*Required	
Employee Name*:	Employee ID*:
Payroll title*:	Percent appointment*:
Bargaining unit*:	Department*:
Working title:	Length of time in position*:
Supervisor name*:	Supervised for entire review period?: Yes No

## **Rating Scale Descriptions**

#### **Exceptional**

Performance consistently far exceeds expectations in the rated competencies and/or job functions and the quality of work performed was superior.

## **Exceeds expectations**

Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

#### **Meets expectations**

Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.

#### Improvement needed

Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined in Section 4, including timelines, and monitored to measure progress.

### Unsatisfactory

Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. In Section 4, a plan to correct performance, including timelines, must be outlined and monitored to measure progress.

## Part I: Last Period's Achievements, Goals, Job Functions and Supporting comments

This section is used to capture all performance related information. Performance elements include: the performance goals carried over from the last evaluation period and/or made since the last evaluation period (speak to the progress made on each goal); specific achievements and/or deliverables (which may or may not be related to a goal); and/or performance related to specific job functions as listed on the position description. To spell check, right click on the text and choose "check spelling." **For additional entries, use "EPAR Part I Continued" form**.

Achievement	Goal	Job Function	(select the button that best applies)			
<b>D</b> 4 4 14	G					
Demonstrated Competencies (select all that apply):						
Communicati	ion	Decision Making	Quality Imp	rovement		
Principles of	Community	Problem Solving	Teamwork			
Stewardship and Managing Resources		Strategic Planning	Managing People			
		Leadership	Service Focus			
Rating:						
Exceptional	Exceeds expectati	ons Meets expectation	ons Improvement needed	Unsatisfactory		
Supporting Comments (required):						

## Part II: Future Performance and/or Development Goals

This section is used to list performance and/or development goals for the next evaluation period. These are individual performance and/or development goals created jointly by the supervisor and employee. Goals and objectives should align with those of the department and the campus. To spell check, right click on the text and choose "check spelling." **For additional entries, use "EPAR Part II Continued" form**.

Future Goal:	
Action Steps:	
Future Goal:	
Action Steps:	

# Part III: Supervisor's Recommendation and Overall Rating

Supervisors must provide written narration that justifies the overall rating.

The overall performance rating for this review period is:

Exceptional	Exceeds expectations	Meets expectations	Improvement needed	Unsatisfactory		
Comments (required):						
Signatures:						
	ve read and received a cop	Da Da	te			
of this evaluation	1.					
Supervisor: This	s is my evaluation of the		te	_		
	ormance during the review					
Department He	ad: I concur with this eva	aluation Da	te			
Employee Com	ments (optional):					
1 0	, <u>,</u>					
Department Head Comments (optional):						

# **Competency Descriptions**

#### Communication

Shares information with and receives information from constituencies using oral, written and interpersonal communication skills

## **Decision Making**

Makes sound decisions while demonstrating integrity

#### Leadership

Inspires others toward a common vision and fosters trust and ethics

#### **Principles of Community**

Demonstrates respect, equity and empathy for a diverse community

## **Problem Solving**

Identifies problems and seeks best solutions

### **Quality Improvement**

Strives for high quality performance and takes initiative to make improvements and deliver results

#### **Service Focus**

Values and delivers high quality, innovative service to all customers

#### Stewardship and Managing Resources

Demonstrates accountability, discretion and sound judgment in managing university resources

#### **Strategic Planning**

Uses a holistic approach to align priorities with overarching goals, and measures outcomes of planning efforts

#### **Teamwork**

Encourages cooperation, collaboration and partnerships

#### Managing People\*

Coaches, evaluates and develops people; aligns performance with university goals (NOTE: this is an additional core competency for managers and supervisors)