



Instructions on How to Complete The Performance Evaluation

All School of Engineering Performance Management Process documents can be accessed through the School of Engineering Human Resources webpage.

PERFORMANCE EVALUATION TEMPLATE (SUPERVISORS)

There are three main sections to the performance evaluation process:

1) Key Job Responsibilities (Job Description) and Performance Objectives/Standards

Key Job Responsibilities and Performance Objectives/Standards focus on “what” has been accomplished by the employee. Briefly describe the employee’s strengths, talents and opportunities for improvement demonstrated in his/her work, knowledge, and/or skills.

It is recommended that the supervisor review and discuss with employee the employee’s **Performance and Development Summary**, current **Job Description** and last year’s agreed upon **Performance Objectives/Standards** prior to completing the Performance Review.

2) Core Competencies

Core competencies focus upon “how” the job responsibilities are accomplished by utilizing job behavior descriptions. List 3-5 competencies that are important for the employee to use in accomplishing responsibilities and objectives. Copy and paste appropriate competencies from the **core competencies** document.

3) Overall Performance

This summary should focus on both “what” the employee accomplished and “how” the employee performed. It is not necessary for this to be a long narrative, but is especially important if comments were not provided earlier in the review. For example, if previous section ratings were Exceeds Expectations, but with no clarification, this is where you would, in summary, reinforce the message. i.e., objectives/standards were accomplished two weeks ahead of schedule, with a cost savings of \$50,000. Or this could simply be a place to quantify a behavior that is a consistent problem.

When rating the employee’s overall performance, ensure that your comments and/or ratings are consistent with your selection.

Employee Comments

This space is provided in the event the employee would like to provide formal feedback on his/her review.