 Human Resources, Diversity & Multicultural Affairs

228 Waterman Building

(802) 656-3150

**Annual Employee Performance Review Form**

*(to be completed by employee’s direct supervisor)*

**Evaluation Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Evaluation Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Position Start Date** |  |
| **System/ Position Title** |  | **Direct Supervisor** |  |
| **Division/Dept.** |  | **PeopleSoft Employee ID#** |  |

**The University Mission**

Our mission is to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem­solving and communication skills, and an enduring commitment to learning and ethical conduct.

**Our Common Ground**

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential. We aspire to be a community that values Respect, Integrity, Innovation, Openness, Justice, and Responsibility.

**Performance Review Purpose**

The performance review process is intended to be a fair and balanced assessment of an employee's performance. It is an opportunity for employees and those who supervise them to review the performance of the past year, give and receive feedback, identify areas where improvement is needed, clarify job duties and expectations and set goals for the coming year. Both parties should plan together to build on strengths as well as develop areas needing improvement.

Supervisors must maintain open lines of communication throughout the year to cultivate effective working relationships. Employees should receive timely feedback in order to develop required knowledge and skills for their position and to be encouraged to excel in their roles at the University of Vermont.

This performance review form is a communication tool designed to support each individual's contribution to the University. It provides a way to recognize good performance as well as to address performance concerns and help identify areas for professional growth and development. It is important to review and document competencies, skills, accomplishments, and goals with reasonable accuracy and consistency. Supervisors must use the comments/evidence sections to provide examples of the employee's performance in order to illustrate performance ratings.

The employee and supervisor should review the position description, annual goals, and accomplishments in preparation for the performance review and evaluation discussion. **For more information, click** [**here**](http://www.uvm.edu/hrs/?Page=info/relations/paprocess.html&SM=info/infomenu.html)

The **Performance Review Process** should include the following steps:

1. Examine past year's performance review document and goals.
2. Share a copy of the employee’s Position Description (PD) and have the employee complete the Annual Self-Review Form.
3. Review PD and the Annual Self-Review Form, then complete the Annual Employee Performance Review Form.
4. Meet with the employee to discuss forms and establish goals/areas for professional development for next year.
5. Upload the Annual Self-Review Form, and signed Annual Employee Performance Review Form into PeopleAdmin. See Supervisor Mini-Manual for instructions on how to upload performance review documents into PeopleAdmin.

**Questions?** Review additional resources available on the [Labor & Employee Relations webpage](https://www.uvm.edu/hrs/labor-employee-relations). Contact your department’s [Human Resource Representative](https://www.uvm.edu/sites/default/files/Human-Resource-Services-and-Operations/HRSDocs/Benefits/HR_Reps_07.26.18.pdf) or Human Resource Services at hrsinfo@uvm.edu or 802-656-3150.

**Section 1: Core Competencies**

*(Expected of all employees at the University of Vermont, including supervisors)*

***INSTRUCTIONS:*** Using the [Performance Management-Competency Tool](https://www.uvm.edu/sites/default/files/Human-Resource-Services-and-Operations/HRSDocs/Mangers_Corner/CompetencyStandardsTool.pdf), rate the employee for each of the following core competencies. Do not rate the employee for any core competency that was not observed. Supervisors are expected to use the comments/evidence section to outline observations that support the assessment rating and/or to outline expectations. Only complete the supervisory competency for employees with supervisory responsibilities (do not complete for functional supervisors.)

|  |  |
| --- | --- |
| **Core Competency:**  | **Assessment** |
| **Job Knowledge & Innovation** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |
| **Civility & Cultural Competency** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |
| **Teamwork, Colleagueship & Communication** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |
| **Responsibility & Dependability** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |
| **Work Quality & Quantity** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory  |
| **Comments/Evidence:** |
| **Customer/Client Service** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |

|  |  |
| --- | --- |
| **Supervisory Competency ONLY** | **Assessment** |
| **Leadership & Management** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory[ ]  N/A - Not a supervisor |
| **Comments/Evidence:** |

**Section 2: Position-Specific Essential Functions**

*(Supervisor may condense/paraphrase information from the PD to identify Essential Functions)*

***INSTRUCTIONS***: The supervisor and the employee should select the top 2-4 Essential Functions for the position. Essential Functions are drawn from the position description. The supervisor and the employee may both provide assessment for various functions. Add the competency in the left column, then provide comments and assessment based on the criteria for determining performance level (Exceptional Performance {EP}, Solid Performance {SP}, Improvement Needed {IN} and Unsatisfactory {UN}).

|  |  |
| --- | --- |
| **Position-Specific Essential Function**  | **Assessment** |
| **Essential Function #1:** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |
| **Essential Function #2:** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |
| **Essential Function #3:** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |
| **Essential Function #4:** | [ ]  Exceptional Performance[ ]  Solid Performance[ ]  Improvement Needed[ ]  Unsatisfactory |
| **Comments/Evidence:** |

**Section 3: Specific Objectives/Accomplishments - Past Year**

***INSTRUCTIONS:*** Note the employee's progress on any goals/objectives included in the prior year's evaluation, and/or note other accomplishments achieved in the past year. Explain whether any goals/objectives were modified due to departmental operations, changed priorities, or challenges faced by the employee. Feel free to attach supporting documentation (ex. List of training sessions attended during review period.)

|  |  |  |
| --- | --- | --- |
| **Prior Year’s Goal** *(Departmental & Professional)* | **Significant Accomplishments** | **Comments***(include goal modifications & mitigating factors)* |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Section 4: Overall Summary of Performance**

***INSTRUCTIONS:***Considering the staff member's performance during the review period utilize the Criteria for Determine Overall Level of Performance below to determine an overall level of performance. Summarize overall performance in the comments section including strengths, opportunities for development and specific improvement, as well as areas that might be enhanced with professional development and training.

**Criteria for Determining Overall Level of Performance**

**Exceptional Performance (EP):**

Employee significantly and consistently surpasses performance expectations in the majority of competencies or accountabilities. Exceeds role requirements. Demonstrates exceptional depth and breadth of role knowledge. Recognized as a role model by others.

**Solid/Satisfactory Performance (SP):**

Employee consistently and satisfactorily meets requirements for this position. May have one or more areas of exceptional performance and/or may have one or more competencies or accountabilities that need development or enhancement.

**Improvement Needed (IN):**

Employee's performance needs to improve in one or more areas of competency and/or accountability for position. Improvement is immediately required in areas critical for success in position. If the supervisor identifies that performance improvement is needed a Performance Improvement Plan may be initiated to contribute to growth in identified area(s).

**Unsatisfactory (UN):**

Employee's performance consistently fails to meet the job requirements in one or more areas and adversely affects the department's ability to accomplish its mission. Substantial improvement is immediately required in areas critical for success in position. Formalized documentation of issues and/or expectations is appropriate and must be completed. If the supervisor identifies that performance is unsatisfactory a Performance Improvement Plan will be initiated to contribute to growth in identified area(s).

|  |
| --- |
| **Overall Level of Performance** |
| [ ]  Exceptional Performance [ ]  Solid Performance [ ]  Improvement Needed [ ]  Unsatisfactory |
| **Comments (Strengths, Areas for Improvement, Training & Development):** |

**Section 5: Additional Comments**

***INSTRUCTIONS:*** The supervisor may include additional comments in the space below.

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| --- |
|  |

**Section 7: Goals and Objectives**

***INSTRUCTIONS:*** The supervisor and the employee should identify at least one goal/objective for the review period. Goals and Objectives should include both departmental/unit goals and plans for personal and professional development for the next review period. The time frame indicates when the goals should be accomplished or completed. Outline resources needed to attain goals, such as funds required and/or training needed. In the far right column, include information about how it will be known/determined that the goals have been achieved. **Note: It is strongly recommended that supervisors and employees review and revisit the status of these goals and objectives periodically throughout the review period**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Goal/Objective** | **Time Frame** | **Resource(s)** | **Indicator(s) of Achievement** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Section 8: Acknowledgement of Performance Review**

***NOTE:*** *Employee signature indicates that evaluation has been reviewed with the employee. It does not necessarily indicate their agreement with the supervisor's evaluation.*

**Supervisor**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee:**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_