

PERFORMANCE EVALUATIONS FOR CLASSIFIED STAFF



UNIVERSITY OF WYOMING

EVALUATION – page 1

❖ Ratings:

- 1, 2, 3, 4, & 5 – whole numbers only, no fractions!
- Ratings 1 & 5 should be very rare and MUST include comments

❖ Weighting:

- 1, 2, & 3 – whole numbers only
- Conversion from percentages on 2010 planning
 - 30% or higher = 3
 - 20% to 30% = 2
 - Below 20% = 1
- Suggestions, only. Weighting is NOT required.

❖ Overall Rating – calculated automatically



EVALUATION – page 2

- ❖ Essential Duties and Responsibilities

- PDQ Essential Duties – short description

- ❖ Job-Related Performance Factors

- Replaces “Citizenship”

- ❖ Goals and Objectives

- Carryover from 2010
 - Are they covered under “Essential duties,” if so, they are not repeated here



EVALUATION – page 3

- ❖ Goals and Objectives for the coming year

- “Stretch goals”
- Special projects
- Training, certifications, courses
- Other factors for employee development

- ❖ Supervisor’s Overall Comments

- ❖ Performance Enhancement Plan

- REQUIRED for overall scores of less than “3”

- ❖ PDQ Review



EVALUATION – page 3, cont.

❖ Employee Review

- Allow the employee enough time to make adequate comments
- Signature means you and the employee discussed the evaluation

❖ Management Review

Supervisors are expected to meet with each employee to review the performance evaluation and the PDQ. Online training is available through the HR Training website.



CHANGES IN 2012

- ❖ Entering Employee ID will automatically populate the first page
- ❖ At-Will disclaimer will automatically display
- ❖ Essential Duties will automatically pull from PDQ short description
- ❖ “Performance Enhancement Plan” only when overall score is below “3”



 UNIVERSITY OF WYOMING



UWYO.EDU

UNIVERSITY OF WYOMING STAFF PERFORMANCE APPRAISAL/PLANNING

000000
EMPLOYEE ID

Enter Name
EMPLOYEE NAME

Enter Name
SUPERVISOR NAME

000000
POSITION NUMBER

Enter Title
TITLE

Enter Department
DEPARTMENT

2/1/2011
CURRENT DATE

2010
YEAR OF REVIEW

Non-Probationary Staff
EMPLOYMENT STATUS

PERFORMANCE RATING DEFINITIONS

Each duty must be assigned a rating based on the level of performance exhibited by the employee. **A rating of 5 should only be given in unusually excellent situations; conversely, a rating of 1 should only be used in unusually poor situations.**

5	Exceptional	Performance far exceeded the job responsibilities and requirements.
4	Exceeds Expectations	Performance exceeded the job responsibilities and requirements.
3	Meets Expectations	Job responsibilities and requirements were successfully achieved, demonstrating complete position competency.
2	Almost Meets Expectations	Typically meets majority of the key requirements of the job, but occasionally falls below established limits. Fails to progress toward one or more targeted results.
1	Unsatisfactory	Fails to meet general requirements of the job and progress towards targeted results. Competency level is inadequate to satisfy requirements of this position.

PERFORMANCE WEIGHTING DEFINITIONS

Each duty/responsibility can be assigned a weight. The ranges follow.

3	Very Important	This role carries more weight and importance than other responsibilities.
2	Important	This role is valuable in content and relationship to the given responsibility.
1	Less Important	This role carries less weight and importance than other responsibilities.

<p>OVERALL PERFORMANCE RATING Evaluate the employee's overall performance in the accomplishment of major responsibilities, other contributions, quality of service, and other job related performance factors. This should be the average of all individual factor ratings. Comments are strongly suggested in the space provided below.</p>	<p>OVERALL RATING 0.00</p>
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ACCOMPLISHMENT OF ESSENTIAL DUTIES AND RESPONSIBILITIES

List duties and responsibilities from the PDQ. Provide brief comments on performance which describe the accomplishment and justify the level of evaluation.

WEIGHT 2010 2011		ESSENTIAL DUTIES AND RESPONSIBILITIES	PERFORMANCE RATING	COMMENTS ON PERFORMANCE
0	0		0	
0	0		0	
0	0		0	
0	0		0	
0	0		0	
0	0		0	
ESSENTIAL DUTIES AND RESPONSIBILITIES SCORE				

JOB-RELATED PERFORMANCE FACTORS

WEIGHT 2010 2011		CATEGORY	PERFORMANCE RATING	COMMENTS ON PERFORMANCE
0	0	Dependability / Reliability / Attendance	0	
0	0	Initiative / Accountability / Professionalism	0	
0	0	Interpersonal Relationships / Teamwork	0	
0	0	Customer / Student Service	0	
0	0	Flexibility / Adaptability / Resourcefulness	0	
0	0	Planning / Organization / Time Management	0	
0	0	Communication Skills	0	
JOB RELATED PERFORMANCE FACTORS SCORE				

GOALS AND OBJECTIVES FROM PREVIOUS APPRAISAL PERIOD

WEIGHT 2010 2011		GOALS AND OBJECTIVES	PERFORMANCE RATING	COMMENTS ON PERFORMANCE
0	0		0	
0	0		0	
0	0		0	
0	0		0	
GOALS AND OBJECTIVES SCORE				

IMMEDIATE SUPERVISOR REVIEW

Goals and Objectives for the Coming Year: In consultation with the employee, identify specific goals for professional development, special projects, or other duties to further the University's mission.

WEIGHT	GOALS AND OBJECTIVES
0	
0	
0	

Supervisor's Overall Comments:

Performance Enhancement Plan: This is required for overall ratings of less than "Meets Expectations" (a score of less than "3.")

I have reviewed the PDQ, and it is consistent with the major duties and responsibilities of this position.

SUPERVISOR SIGNATURE

DATE

EMPLOYEE REVIEW

Comments: To be completed after the performance review. What can your supervisor do to help improve your performance? You are encouraged to include feedback on any portion of this evaluation.

I have participated in a discussion about my performance and understand the goals and objectives that have been set forth herein. I understand the expectations established for me may increase as I grow in my position. I recognize that my signature does not necessarily mean that I agree with this review; it is only to acknowledge that my supervisor has met and reviewed it with me.

EMPLOYEE SIGNATURE

DATE

MANAGEMENT REVIEW

Comments:

REVIEWER SIGNATURE

DATE