

University of Alaska Performance Evaluation Form

The University of Alaska Values a culture of regular performance discussions and feedback. The process provides the opportunity for you and your supervisor to review expectations, set goals that align to the University of Alaska mission while acknowledging your accomplishments, and make purposeful changes if needed.

To Start your performance review, please discuss the following with your supervisor and then complete the required actions:

- Review your position description
- Discuss areas of strength and choose one or more areas to develop
- Plan your goals

Name:	Supervisor:					
ID:	PCN:					
Job Title:	Review Period:					
<p>Performance Factors: The factors are used to evaluate how effective an employee is in their job duties. Review with your supervisor and consider how each factor relates to the employee's performance.</p> <p style="text-align: center;"> 1 Fails to Meet Expectations 2 Partially Meets Expectations 3 Fully Meets Expectations 4 Exceeds Expectations / Exceptional 5 Sets a New Standard of Performance </p>						
Performance Factor Review	Comments	1	2	3	4	5
		Supervisor Rating				
		Employee Rating				
<p><u>Job Knowledge</u></p> <ul style="list-style-type: none"> ● Demonstrates and applies knowledge of requirements, methods, techniques, and skills involved in performing the functions of the job ● Knowledge of how job duties and responsibilities relate to and affect internal/external areas ● Understands and complies with all of the policies, procedures and laws governing the work this position performs for the university 						

		1	2	3	4	5
		Comments				
		Supervisor Rating				
		Employee Rating				
<p><u>Dependability</u></p> <ul style="list-style-type: none"> ● Is punctual in attending work, meetings, and appointments ● Is reliable and follows through on commitments ● Completes assignments and meets commitments and deadlines 						
		Comments				
		Supervisor Rating				
		Employee Rating				
<p><u>Collaboration</u></p> <ul style="list-style-type: none"> ● Interacts effectively with a wide diversity of individuals and work styles ● Includes other employees and departments as needed for better results ● Resolves conflict productively for long-term effective relationship 						
		Comments				
		Supervisor Rating				
		Employee Rating				
<p><u>Communication</u></p> <ul style="list-style-type: none"> ● Ensures shared understanding of communications ● Listens to better understand and empathize with others ● Utilizes the best channel of communications to the receiver ● Demonstrates consideration and courage in communication of ideas and information 						

		1	2	3	4	5
		Comments				
		Supervisor Rating				
		Employee Rating				
<p><u>Initiative</u></p> <ul style="list-style-type: none"> ● Works independently and makes decisions to deliver results ● Identifies and brings solutions to problems ● Develops ideas for process improvements ● Is aware and takes action when others need assistance 						
		Comments				
		Supervisor Rating				
		Employee Rating				
<p><u>Quality</u></p> <ul style="list-style-type: none"> ● Produces results in job and department responsibilities ● Shows attention to detail, accuracy, follow-through and thoroughness ● Uses strengths in position to deliver better outcomes ● Demonstrates leadership in role and position ● Complies with health and safety rules and procedures 						
		Comments				
		Supervisor Rating				
		Employee Rating				
<p><u>Quantity</u></p> <ul style="list-style-type: none"> ● Produces volume of work based on organizational and departmental need ● Completes work within reasonable time limits ● Manages time effectively and meets deadlines ● Establishes and manages priorities ● Establishes and manages priorities effectively 						

	Comments	1	2	3	4	5	
		Supervisor Rating					
		Employee Rating					

<p><u>Commitment</u></p> <ul style="list-style-type: none"> ● Demonstrates passion for the position ● Acts as a steward of the University ● Acts with integrity and ethical standards 	
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<p>Employee Comments:</p>
<p>Supervisor Comments:</p>

FY Goals:

Discuss goals that support the mission of the University of Alaska, identify areas of strength, and choose one or more areas to develop. The following questions may help facilitate the conversation:

- What strengths would you like to develop/utilize more?
- What tools would enhance your effectiveness?
- What are some accomplishments you plan to achieve during the performance period?
- What would help to increase your job satisfaction?

It also may be helpful to consider the S.M.A.R.T. approach (outlined below) when settings goals:

- Specific (simple, sensible, significant)
- Measurable (meaningful, motivating)
- Achievable (attainable)
- Relevant (reasonable, realistic and resourced, results-based)
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)

Document the agreed upon goals below:

Goal or Description	Status

Supervisors Overall Rating: Your overall rating is based upon your ratings and the ratings your supervisor provided as related to your job responsibilities, meeting competencies, and achieving review period goals.

5	Sets a New Standard of Performance	Employee Consistently exceeds performance standards
4	Exceeds Expectations / Exceptional	Employee meets and often exceeds performance standards
3	Fully Meets Expectations	Employee consistently meets the performance standard
2	Partially Meets Expectations	Employee meets but often falls short of performance standards
1	Does Not Meet Expectations	Signification improvement needed

Evaluation Acknowledgment of this review does not mean that you agree with the final outcome, only that you and your supervisor have discussed the review.

Employee signature/date

Supervisor signature/date