 **University of Colorado Denver | Anschutz**

**Performance Planning, Evaluation and Rating Form University Staff/PRA**

**PART I**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Period:** | |  | **To:** |  | |  | |  | | | |
|  | |  |  |  | |  | | | | |  |
| **Employee Name:** | |  | | | | **Employee ID :** | | | |  |  |
| **Job Title:** | |  | | | | **Position #:** | | | |  |  |
| **Department:** | |  | | | |  | | | |  |  |
| **Supervisor :** | |  | | | |  | | | |  |  |
| **If the employee has multiple positions, does this performance rating apply to all positions?**  **YES**  **NO** | | | | | | | | | | |  |
| **The employee’s job description is accurate and the employee has a copy.** | | | | | | |  | | **(supervisor’s initials)** | | |
|  |  | | | |  | | |  | | |  |

**Performance Planning Signatures**

**Employee**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This signature indicates that the employee and supervisor have discussed the performance plan and the employee has received a copy of the plan.

**PART II**

**Evaluation Goals/Key Responsibilities**

These include key responsibilities and basic competencies. Rate each factor based on performance during the period identified above.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Responsibilities Specific To This Job** | | | | | | |
| **Goals/Key Responsibilities**  **Specific To The Position**  *(add more rows if necessary)* | **Rating** | | | | | **Comments** |
|  | 5 | 4 | 3 | 2 | 1 |  |
|  | 5 | 4 | 3 | 2 | 1 |  |
|  | 5 | 4 | 3 | 2 | 1 |  |
|  | 5 | 4 | 3 | 2 | 1 |  |
|  | 5 | 4 | 3 | 2 | 1 |  |
|  | 5 | 4 | 3 | 2 | 1 |  |
|  | 5 | 4 | 3 | 2 | 1 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Core Competencies (as relevant)** | | | | | | |
| **Factors** | **Rating** | | | | | **Comments** |
| **Problem Solving / Decision Making**  The employee takes initiative to identify problems; conducts comprehensive analyses of complex issues; involves others in seeking and evaluating solutions; makes clear, consistent, transparent decisions in a timely manner; acts with integrity in all decision making; distinguishes relevant from irrelevant information; and accepts challenges due to changing conditions, situations and work responsibilities. | 5 | 4 | 3 | 2 | 1 |  |
| **Communication and Interpersonal Skills**  The employee interacts with everyone in a courteous and respectful manner; actively listens; clearly and effectively shares information; demonstrates effective oral and written communication skills; and consistently presents him/herself in a constructive and professional manner. | 5 | 4 | 3 | 2 | 1 |  |
| **Collaboration/Teamwork**  The employee cooperates and collaborates with colleagues as appropriate; supports the goals and values of the unit; shares responsibilities and enhances team morale; understands how his/her individual role contributes to the success of the unit; and ensures that working relationships with others reflect respect for differing approaches. | 5 | 4 | 3 | 2 | 1 |  |
| **Customer Service**  The employee anticipates and meets customer needs; communicates effectively with internal and external clients; builds relationships with constituents; follows through with commitments in a timely manner; and values the importance of delivering quality customer service to clients. | 5 | 4 | 3 | 2 | 1 |  |
| **Inclusiveness**  The employee shows respect for people and their differences; promotes fairness and equity; fosters a sense of belonging; contributes to building a community of openness and inclusiveness; and supports an environment that is welcoming to all. | 5 | 4 | 3 | 2 | 1 |  |
| **Accountability**  The employee promotes professional, ethical and compliant work standards and behaviors; represents the unit in a credible manner; complies with university and departmental policies; protects university assets; accepts constructive criticism and takes ownership and responsibility for his/her work; and does not abuse work schedule or leave practices. | 5 | 4 | 3 | 2 | 1 |  |
| **Supervision (if applicable)**  The supervisor uses an appropriate/effective management style; encourages employees to develop to the fullest potential; develops performance plans and conducts annual evaluations in a thoughtful and fair manner and in compliance with university policies; provides honest and on-going feedback; supports employee training, development and recognition; utilizes employee skills effectively; and seeks appropriate solutions to resolve personnel issues. | 5 | 4 | 3 | 2 | 1 |  |
| **Leadership (if applicable)**  The employee promotes professional and ethical work standards and behaviors; cultivates a standard of excellence that inspires and motivates employees; leads by example; develops trust and credibility; fosters positive morale; and aligns individual and programmatic goals to the university’s mission and goals. | 5 | 4 | 3 | 2 | 1 |  |
| **Strategic Planning and Organizing (if applicable)**  The employee understands the department’s role within the context of the university’s vision, mission and values; aligns priorities and resources with broader goals; seeks input and evaluates options; measures outcomes; and manages projects to completion. | 5 | 4 | 3 | 2 | 1 |  |
| **Fiduciary (if applicable)**  The employee complies with university financial policies, laws, rules; protects university assets; and maintains continuous assessment of record-keeping procedures and internal controls | 5 | 4 | 3 | 2 | 1 |  |

**Evaluation Summary**

Please provide additional comments about the employee’s areas of strength, areas for improvement and

|  |
| --- |
| Strengths: |
| Areas for Improvement: |
| Plans for Professional Development: |

plans for professional development.

**Overall Performance Rating**

(not to be used in lieu of public rating form)

**5 - Outstanding:** Far exceeds performance expectations on a consistent and uniform basis. Work is of exceptional quality in all essential areas of responsibility. In addition, makes an exceptional or unique contribution in achievement of unit, department, and University objectives

**4 - Exceeding expectations:** Always achieves performance expectations and *frequently* exceeds them. Demonstrates performance of a very high level of quality in all areas of responsibility.

**3 - Meeting expectations:** Consistently fulfills performance expectations and *periodically may* exceed them. Work is of high quality in all significant areas of responsibility.

**2 - Below Expectations:** Frequently fails to meet expectations and improvement is needed in these areas.

**1 - Fails to Meet Expectations:** Consistently fails to meet expectations and improvement is needed in most aspects of position

**Performance Evaluation Signatures**

**Employee**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This signature indicates only that the rating has been discussed with the person rated and does not necessarily imply agreement. The person rated is to receive a copy of the signed form.

To be compliant with APS 5008 and 5009, the single page rating form must be submitted to the Human Resources Office. These forms are found at:

* PRA:

[http://www.ucdenver.edu/about/departments/HR/Documents/OpenRecordsForm-Faculty2013.pdf](http://www.ucdenver.edu/about/departments/HR/Documents/ERP/OpenRecordsForm-Faculty2013.pdf)

* University Staff: <http://www.ucdenver.edu/about/departments/HR/Documents/University_Staff_Performance_Rating_Form.doc>