

## Performance Evaluation and Development Planning Form

<b>Evaluation Period (to-from):</b>	<b>Current Date:</b>
<b>Employee Name:</b>	<b>Job Title:</b>
<b>Employee ID Number:</b>	<b>Years in Present Job:</b>
<b>Organization:</b>	<b>Years at UAB:</b>
<b>Manager Name:</b>	<b>Job Title:</b>

### PERFORMANCE CONVERSATION QUESTIONS

The following questions are designed to give employees an opportunity to discuss their career aspirations and to give managers time to better understand their employees' long-term goals. Use these questions to start the formal performance review process.

#### What accomplishment(s) are you the most proud of and why?

Employee Comments:

Manager Comments:

#### What have been your biggest challenges this year?

Employee Comments:

Manager Comments:

**What are your career goals, desires, and aspirations?**

Employee Comments:

Manager Comments:

**What skills would you like to develop that best fit our team's needs and your long-term goals?**

Employee Comments:

Manager Comments:

**What can I do to support in the upcoming year?**

Employee Comments:

Manager Comments:

**RATING SCALE**

<b>Failed to Meet Expectations</b>	Significantly below criteria required for successful job performance/behavior
<b>Met Some Expectations</b>	Generally did not meet criteria relative to quality and quantity of job performance/behavior required
<b>Met Expectations</b>	Met criteria relative to quality and quantity of job performance/behavior required
<b>Met All and Exceeded Some Expectations</b>	Generally exceeded criteria relative to quality and quantity of job performance/behavior required
<b>Exceeded All Expectations</b>	Significantly above criteria required for successful job performance/behavior

**PERFORMANCE SUMMARY**

**1. UNDERSTAND UAB — Definition: Understands and demonstrates UAB culture, processes, and priorities**

Examples of what it looks like to understand UAB are below and do not comprise an exhaustive list.

Managers may add additional behaviors in the rows marked “other” if desired.

<b>Did Not Meet Expectations</b>	<b>Met Expectations</b>	<b>Exceeded Expectations</b>
Does not treat others with equity and respect.	Promotes teamwork by respecting and encouraging team members.	Constructively disagrees; consistently sees disagreements as opportunities for advancement and positively capitalizes on those opportunities.
Misalignment of priorities and day-to-day tasks.	Balances day-to-day efforts with strategic, long-term projects.	Fully aligns tasks for self and others, as appropriate, to accomplish department and institution priorities.
Actively resists change; prefers status quo.	Greets change and new ideas with an open mind.	Constantly remains curious, asks powerful questions, looks to improve efficiencies, drives new ideas forward, and implements proactive, productive solutions.
Does not effectively use enterprise resources, time, and money.	Responsibly and efficiently uses enterprise resources.	Stewardship of resources consistently improves efficiency and effectiveness of department/team/unit.
Other:	Other:	Other:
Other:	Other:	Other:

**Employee Rating:**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Manager Rating:**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Briefly Explain Rating (EMPLOYEE):**

Mandatory for all ratings except “Met Expectations.”

**Briefly Explain Rating (MANAGER):**

Mandatory for all ratings except “Met Expectations.”

**2. ACHIEVE RESULTS — Definition: Consistently fulfills job duties and performance expectations**

Examples of what it looks like to achieve results are below and do not comprise an exhaustive list. Managers may add additional behaviors in the rows marked “other” if desired. *Note: Some may not have previously established goals. If that is the case, please write “Goals – NA” when explaining ratings.*

<b>Did Not Meet Expectations</b>	<b>Met Expectations</b>	<b>Exceeded Expectations</b>
Job performance does not meet expectations.	Job performance meets expectations.	Job performance far exceeds expectations.
Work productivity does not meet standards.	Work productivity meets standards and expectations.	Work productivity far exceeds standards and expectations.
Work quality does not meet expectations.	Work quality meets expectations.	Work quality far exceeds expectations.
Goals are not achieved.	Goals are achieved.	All goals are exceeded.
Other:	Other:	Other:
Other:	Other:	Other:

**Employee Rating:**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Manager Rating:**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Briefly Explain Rating (EMPLOYEE):**

Mandatory for all ratings except “Met Expectations.”

**Briefly Explain Rating (MANAGER):**

Mandatory for all ratings except “Met Expectations.”

**3. BUILD RELATIONSHIPS — Definition: Works effectively with others and contributes to an appreciative culture of productivity and collaboration**

Examples of what it looks like to build relationships are below and do not comprise an exhaustive list. Managers may add an exhaustive additional behavior in the row marked “other” if desired.

<b>Did Not Meet Expectations</b>	<b>Met Expectations</b>	<b>Exceeded Expectations</b>
Does not exhibit effective or appropriate written/verbal communication skills.	Clearly and respectfully communicates, both written and verbal, and is an effective, active listener.	Proactively communicates, both written and verbal, and gives a voice to others.
Does not collaborate openly. May play devil's advocate unnecessarily.	Works effectively with others to get the job done.	Proactively shares information and network contacts while collaborating with others to improve UAB.
Does not deal with challenges or conflict in a timely, productive manner.	Effectively deals with challenges and conflict.	Meets challenges and conflict with initiative and an inclusive, cooperative demeanor to create a culture of transparency and openness.
Does not continuously improve self or grow and develop others.	Continuously improves self and others, as appropriate.	Consistently takes action to continually learn, grow, and develop self and others while allowing room for mistakes and learning from experiences.
Other:	Other:	Other:
Other:	Other:	Other:

**Employee Rating:**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Manager Rating:**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Briefly Explain Rating (EMPLOYEE):**

Mandatory for all ratings except “Met Expectations.”

**Briefly Explain Rating (MANAGER):**

Mandatory for all ratings except “Met Expectations.”

**OVERALL RATING**

**Manager Rating:**

- 1-Failed to Meet Expectations
- 2-Met Some Expectations
- 3-Met Expectations
- 4-Met All and Exceeded Some Expectations
- 5-Exceeded All Expectations

**Manager Comments:**

**Your signature below does not necessarily signify your agreement with the appraisal; it simply means that the appraisal has been discussed with you.**

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**

## NEXT YEAR'S GOALS

This section on goal setting should be co-created by the manager and the employee. It is recommended that you create 3-5 goals for next year.

Specify your goals for the upcoming year. Incorporate elements of SMART format.

*Not SMART format: Increase service mentality.*

*SMART format: Improve customer service scores on customer feedback forms by 20 percent within six months.*

GOAL 1

GOAL 2

GOAL 3

GOAL 4

GOAL 5