University of Illinois at Springfield
Annual Employee Performance Evaluation Form

☐ Academic Professional

☐ Civil Service

☐ Self Evaluation
(For intra-departmental use only)

Name **Title**

Department **Division**

Supervisor **Title**

Review Period April 1, 2011 **to** March 31, 2012 **Due in the Office of Human Resources on or before June 4, 2012**

The performance levels are as follows:

Performs Commendably: Employees in this category are fully competent and meet expectations in all job responsibilities
Needs Improvement: Performance is below job requirements, but improvement is anticipated.
Unacceptable: Job performance must be improved substantially to be acceptable.
Exceeds Expectations: Indicates exceptional performance. They generally exceed the established goals for their position.
Insufficient Opportunity to Observe: Used for academic professional employees when an employee has been in a position for less than three months.

Complete definitions of factors and performance levels are available in the handbook

EMPLOYEE EVALUATION FORM

Place an "X" in the box immediately to the left of the selected rating. Comments are required for all ratings except "Performs Commendably." The category "Insufficient Opportunity to Observe" is for use by supervisors of Academic Professional staff only.

A. **Job Knowledge:** Demonstrates knowledge and skills necessary to perform the job effectively. Understands the expectations of the job and remains current regarding new developments, technologies, methods, theories, approaches, and processes in area of responsibility.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe*

Comments:

B. **Judgment:** Anticipates and identifies problems; proposes and evaluates alternative solutions; is open to new or different solutions. Follows up on problems and helps to bring about resolution.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe*

Comments:

C. **Reliability and Commitment to the Job:** Works efficiently; uses time effectively; takes initiative in addressing problems. Meets the work schedule expectations of the position. Demonstrates flexibility and willingness to assist by taking on difficult or inconvenient responsibilities.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe*

Comments:

D. **Customer Service:** Listens to and understands the needs of the service recipient, whether inside or outside the University, and responds to those needs.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe

Comments:

E. **Productivity:** Delivers accurate and thorough work product to consumers in a way that reflects credit upon the unit and the University. Completes an adequate volume of work and establishes appropriate priorities for fulfilling various job tasks.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe

Comments:

F. **Communication Skills:** Effectively conveys ideas and information in writing and/or orally. Contributes to an environment that encourages communication within departments and throughout the campus. Demonstrates respect for all individuals.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe*

Comments:

G. **Teamwork, Cooperation, and Interpersonal Skills** Establishes and maintains effective working relationships with others. Follows instructions of supervisor and responds to requests from others on the team in a helpful manner. Displays a positive attitude toward others and work responsibilities. Participates in processes that encourage diversity and equal opportunity.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe*

Comments:

H. **Supervision and Leadership:** *Complete only for individuals with supervisory responsibility.*
Applies sound, acceptable supervisory practices in the execution of his/her supervisory responsibilities.

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe*

Comments:

I. **Overall Assessment:**

☐ Performs Commendably ☐ Needs Improvement ☐ Unacceptable

☐ Exceeds Expectations ☐ Insufficient Opportunity to Observe*

Comments are required for ***all*** rankings under the Overall Assessment.

Achievement of Goals:

Were goals for this period fully achieved? _____Yes _____No _____N/A

Comments:

Were significant accomplishments achieved that were not stated goals? ____Yes ____No ____N/A

Comments:

If some goals were not achieved, or were not achieved in a timely fashion, explain the reason.

Comments:

New Annual Goals: The employee and supervisor are to write mutually agreed upon work related goals for the following year. Progress toward these goals and objectives will be assessed in the next performance evaluation.

Employee Comments:

___ I understand the contents of this performance review.
___ I understand, but disagree with the contents of this performance review.
___ I do not understand the contents of this review and state why in the "Employee Comments" section.
___ I would like the next level supervisor to talk with my supervisor and me about this review.

All employees must sign their evaluations to show they have read them. Signing does not mean that the employee necessarily agrees with the contents.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature**	Date
_____	_____
Dean/Director (if applicable)	Date
_____	_____
Division Head Signature	Date

*For use by supervisors of Academic Professional staff only.

**It is the responsibility of the employee's immediate supervisor to review and explain the results of the performance review with the employee. The Dean/Director/Division Head will also sign and review and approve the performance review form. If the review by the supervisor is not approved, it shall be returned to the Supervisor for a reassessment of the employee's performance.