

UA Performance Evaluation

Name:		Date:	
Work Title/Classification:		Department:	
UA ID:		Supervisor:	
PCN:			

Instructions: Consider employee's performance during the entire review period and rate each competency. Use the Comments section to provide additional feedback on performance; such as accomplishments. Use the Goals section for setting goals for upcoming performance period and performance expectations. Use Professional Development section for activities in the upcoming performance period. Review position description with employee and update if necessary.

Competencies:	Exceeds Expectations	Meets Expectations	Needs Improvement (Action Plan Required)
Quality Work product shows attention to detail, accuracy, follow-through and thoroughness.			
Quantity Consistently prioritizes and manages assigned workload. The work produced corresponds with the amount of work required for completion.			
Initiative Tendency to go above and beyond requirements. Anticipates and recognizes potential problems. Is able to make independent decisions.			
Collaboration Interacts effectively with a diverse group of individuals and work styles to accomplish business objectives.			
Communication Ability to convey ideas clearly and effectively verbally, non-verbally and in writing. Ability to listen to others and engage in productive exchanges.			
Leadership (Supervisors only) Manage safety and fiscal responsibility. Support, motivate and develop employee(s) to successfully accomplish mission, vision and goals.			

Comments:	
Goals:	
Training & Development:	