



# **REVIEW FORM FOR NON-EXEMPT CIVIL SERVICE EMPLOYEES**

Employee's Name \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Date of most recent position description update \_\_\_\_\_ Review Period \_\_\_\_\_ to \_\_\_\_\_

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## **INSTRUCTIONS**

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1. At the beginning of the review period, normally April/May, the supervisor meets with the employee to discuss his/her job description and to update it if necessary. They should also discuss goals/expectations for the review period identifying work and personal development goals as well as any training needs. The *Goal Setting Form* should be filled out and signed by the employee and supervisor.
2. The supervisor and employee should meet periodically to discuss progress on completion of goals. Normally, the following February/March the supervisor should give the employee the *Optional Employee Worksheet* to complete and return to the supervisor. The supervisor fills out the Review Form taking into consideration information provided by the employee. For each performance area, describe achievements, performance outcomes and growth in that area during the review period, as well as any evidence of developmental need. (If the form is completed using a computer, print out a hard copy.)
3. The supervisor and employee meet to discuss the performance review. When finished each should sign and date the form. Also during this meeting, the supervisor and employee should complete a *Goal Setting Form* for the next year.
4. Copies of all documents should be retained in a confidential department file separate from the employee's personnel file.

**A. Job Knowledge:** Demonstrates knowledge and skills necessary to perform the job effectively, including procedural and reporting requirements, language, grammar, spelling, mathematics, reasoning, and any job-specific skills.

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**B. Judgment:** Identifies problems and takes appropriate actions within established guidelines. Appropriately determines which problems to refer to supervisory/senior personnel.

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**C. Reliability; Commitment to the Job:** Completes work within time assigned without sacrifice of accuracy, quality, or service-consumer satisfaction; reports unavoidable delays well in advance of deadline. Exhibits a good attendance record. Complies with University and Unit policies and procedures.

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**D. Quality/Quantity of Work; Customer Service:** Meets expectations for quality and quantity of work performed. Follows safety and environmental rules. Accurately and thoroughly completes work. Delivers service in a way that reflects credit upon the Unit and UA. Uses materials and resources without waste. When work is performed at a worksite, pays attention to effect on customer's operations and cleans up area where work is performed.

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**E. Interpersonal and Communication Skills:** Exercises courtesy and tact in dealings with fellow workers, departmental managers and supervisors, personnel from other university units and the general public. Understands and responds to requests and knows when to ask for clarification before proceeding on a work project. Demonstrates respect for all individuals regardless of their background or culture.

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**F. Teamwork/Cooperation:** Establishes and maintains effective working relationships with supervisors and co-workers. Demonstrates appropriate flexibility to meet the work needs of the Unit.

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**G. Optional Position-Specific Factor:** (This area can be used to define a seventh job-specific performance area.)

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**H. Supervision/Leadership:** Complete only for individuals with supervisory responsibility. Consider: the extent to which the employee applies sound, acceptable supervisory practices in the execution of his/her supervisory responsibilities; evidence of demonstrated skill in generating interest and enthusiasm in subordinates rather than solely relying on authority to get the job done; the employee's effectiveness in selecting and developing personnel and the extent to which personnel decisions represent an effort to implement affirmative action goals.

Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

**EMPLOYEE COMMENTS:**

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Unit Head's Signature

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Date