



UNIVERSITY OF  
**NORTHERN COLORADO**

**Performance Plan/Evaluation Form**  
**FOR ADMINISTRATIVE PROFESSIONAL STAFF**

Overview

The performance planning and evaluation is intended to:

1. Promote an exchange between the supervisor and the employee which leads to a better understanding for the employee of the duties and activities in which the employee is to be engaged during the coming year;
2. Facilitate an understanding by the employee of the supervisor's performance expectations for the employee;
3. Define the expected outcomes for the employee for the coming year;
4. Provide an assessment of the quality of the performance by the employee in carrying out assigned duties and activities; and
5. Measure the attainment of the defined outcomes associated with the employee's activities.

The Performance Management system is an annual process that consists of two phases; the first phase requires performance planning for the coming year and the second phase consists of the evaluation of the employee's performance.

Instructions

**Planning Process:** The planning phase ordinarily takes place in June for continuing employees or within the first month of employment for new assignments.

1. Read the Performance Planning and Evaluation Process, Sections 3-4-112 and 3-4-113, in the University Regulations.
2. List the major goals or responsibilities included in the new performance plan. See section 1.
3. Describe any training/developmental activities or make general comments for the evaluation period. See section 2.
4. At the beginning of the planning period, select the performance factors in section 3 that will be evaluated at the end of the planning period. Select performance factors relevant to the employee's job and add other factors as necessary. For each relevant factor, in the "Identify Level of Importance" column, identify level of importance as High, Medium, Low, or N/A. See section 3. Upon completion of the planning process

supervisor and employee initial and date the planning complete section.

**Evaluation Process:** The evaluation phase ordinarily takes place during May or June and should be submitted to Human Resource Services no later than June 30th. To facilitate the evaluation, the employee should prepare an annual report to submit to the supervisor prior to the evaluation conference with the supervisor.

5. At the end of the evaluation period, enter a number in the column corresponding to the employee's performance rating in section 3. Use the comment section of the grid to record examples that substantiate ratings—particularly in the case of “Unsatisfactory” or “Needs Improvement” ratings. See section 3.
6. Describe the extent of the employee's success in meeting goals, responsibilities, and developmental plans. Substantiate by giving examples. See section 4.
7. Make any additional comments. See section 5.
8. Check overall evaluation rating. See section 6.
9. After meeting with the employee, sign the form and have the employee sign the form. See section 7.
10. Keep a copy of the evaluation for your records. Forward the original to Human Resource Services by June 30th.

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## DEFINITIONS OF RATING LEVELS USED FOR ADMINISTRATIVE/EXEMPT STAFF

When completing the evaluation phase, use the following rating system:

1=Unsatisfactory	3=Achieved Expected Outcomes
2=Needs Improvement	4=Exceeded Expected Outcomes

**These factors are considered during the employee’s evaluation. The employee must be evaluated on each competency.**

- **Exceeded Expected Outcomes:** Consistently or significantly exceeds expectations in all critical elements of the position. The employee performed in such a manner that the expected outcomes were exceeded to a significant degree.
- **Achieved Expected Outcomes:** Consistently meets expectations in all critical areas and may exceed expectations in some. The employee achieved the expected outcomes in the manner that was expected by the supervisor.
- **Needs Improvement:** Occasionally fails to meet expectations. The employee does not meet minimum expectations; however, there is sufficient potential demonstrated by the employee that improvement is possible.
- **Unsatisfactory:** Frequently fails to meet expectations. Employee does not meet minimum expectations and should not be continued in employment.

## PERFORMANCE PLAN/EVALUATION FORM

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Bear #: \_\_\_\_\_ Department: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Review Period: \_\_\_\_\_

Date Planning Completed: \_\_\_\_\_

\_\_\_\_\_  
 Supervisor Initials                      Employee Initials

### PLANNING SECTION

#### Goals for Evaluation Period

List the major goals or responsibilities agreed upon as part of the plan for the evaluation period. Detail as practicable the duties, responsibilities, activities, and expected outcomes.

<b>1</b>	<b>Goal/Objective:</b>	<p style="text-align: center;"><b>Results Achieved</b></p> <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Achieved Expected Outcomes <input type="checkbox"/> Exceeded Expected Outcomes
	<b>Measurement Method:</b>	
<b>2</b>	<b>Goal/Objective:</b>	<p style="text-align: center;"><b>Results Achieved</b></p> <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Achieved Expected Outcomes <input type="checkbox"/> Exceeded Expected Outcomes
	<b>Measurement Method:</b>	

<b>3</b>	<b>Goal/Objective:</b>	<b>Results Achieved</b> <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Achieved Expected Outcomes <input type="checkbox"/> Exceeded Expected Outcomes
	<b>Measurement Method:</b>	
<b>4</b>	<b>Goal/Objective:</b>	
	<b>Measurement Method:</b>	

**Development Plans/Planning Comments**

Use the space below to describe training, developmental plans, or general comments for the evaluation period.

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## EVALUATION SECTION

### Performance Ratings

When completing the evaluation phase, use the following rating system.

1=Unsatisfactory 2=Needs Improvement 3=Achieved Expected Outcomes 4=Exceeded Expected Outcomes

IDENTIFY LEVEL OF IMPORTANCE	PERFORMANCE FACTORS	RATING	COMMENTS
	<i>Quality of Work</i>		
	<i>Job Knowledge</i>		
	<i>Timeliness</i>		
	<i>Judgement</i>		
	<i>Initiative</i>		
	<i>Communication</i>		
	<i>Customer Orientation</i>		
	<i>Budgeting</i>		
	<i>Leadership</i>		
	<i>Planning &amp; Organization</i>		
	<i>List any additional factors:</i>		

### **End of Year Meeting**

To what extent was the employee successful in meeting agreed upon goals, responsibilities, and development plan? Explain and substantiate with examples.

### **Supervisor's Comments**

Use the space below to record any other comments regarding the employee's job performance.

### **Overall Performance Rating**

Check one:

- Unsatisfactory
- Needs Improvement
- Achieved Expected Outcomes
- Exceeded Expected Outcomes

## Representations and Approvals

### Supervisor's Representations:

*"I have met with the above-named employee to discuss and review this performance appraisal."*

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Supervisor's Signature

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Date

### Employee's Representations:

*"I have had the opportunity to review this performance appraisal and to discuss it with my supervisor."*

**\*\* Signing does not mean agreement with the appraisal, merely that the employee \*\*  
\*\* has reviewed and discussed the appraisal with their supervisor. \*\***

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Employee's Signature

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Date

### Employee Comments:

Use the space below to record your comments regarding your supervisor's appraisal of your job performance.

## Employee Annual Report Form

To facilitate the evaluation, the employee should prepare an annual report to the supervisor prior to the evaluation conference with the supervisor.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Position #: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Instructions:** Employees should complete this form and submit it to their supervisor for inclusion with final evaluation.

<u>Accomplishments</u>
<u>Strengths</u>
<u>Completed Training</u>
<u>Further Professional Development Areas</u>