

Performance Appraisal of Administrative and Professional Personnel

PURPOSE

The purpose of any performance appraisal program is employee development. The value of performance appraisal is in the process of communication between supervisor and employee and not merely in the completion of the form.

Specific objectives of UTD's Administrative and Professional Appraisal program are-

- ◆ to increase professional development, skill level, and performance of each employee;
- ◆ to strengthen working relationships between supervisor and employee;
- ◆ to clarify job duties and responsibilities;
- ◆ to establish mutually understood standards for measuring performance;
- ◆ to aid in promotion, retention and salary decisions.

PREPARATION

For the reviewer: review the appraisal guideline's manual. Complete all four parts of this performance appraisal in advance of your conference with the employee and be prepared to discuss it in detail.

For the employee being reviewed: one week prior to your review, you will be given a blank appraisal form. Your completion of this form will serve as a self-evaluation and acquaint you with the performance factors to be evaluated.

THE APPRAISAL FORM

- Part I Appraisal Factors (instructions are self-explanatory)
- Part II Review Summary Sheet (includes overall summary and appropriate signatures)

DISTRIBUTION OF COMPLETED FORM

- ◆ Original retained with reviewing supervisor (for periodic reference prior to next review)
- ◆ Copy to employee
- ◆ Copy of Section II to Human Resources



The University of Texas at Dallas

EMPLOYEE NAME _____ REVIEW DATE _____

POSITION TITLE _____ ADMIN UNIT NAME _____

I. APPRAISAL FACTORS

INSTRUCTIONS: Consider all performance factors as they relate to the individual's **Internal Control** responsibilities. Listed below are performance appraisal factors, which are considered representative of most administrative and professional positions. A brief description is provided for each factor. In the space provided for each factor, the reviewer should place descriptive evaluative comments. After noting appraisal comments, proceed to select an overall rating for the factor and **place a check in the box that represents the appropriate summary evaluation.**

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

- | | | |
|------------------------------------|------------------------------------|--------------------------------------|
| 1. Consistently Below Expectations | 3. Occasionally Below Expectations | 5. Occasionally Exceeds Expectations |
| 2. Frequently Below Expectations | 4. Meets Expectations | 6. Frequently Exceeds Expectations |
| | | 7. Consistently Exceeds Expectations |

LEADERSHIP (motivation, counseling, and directing of staff)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
DECISION MAKING (reaching firm, clearly defined decisions)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
PLANNING (preparation of administrative unit programs, activities, and services)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
STAFF MANAGEMENT (employee selection, retention, development and appraisal)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>

FISCAL MANAGEMENT

(utilization of resources, safeguarding UTD assets effective Internal Controls, Software/data security)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐**HUMAN RELATIONS**

(Interpersonal relations with internal and external constituents)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐**COMMUNICATION** (verbal and written)1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐**PROFESSIONAL EXPERTISE** (job knowledge)1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐**SPECIAL PROJECTS** (if applicable, please identify)1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

II. REVIEW SUMMARY SHEET

EMPLOYEE NAME _____ REVIEW DATE _____

POSITION TITLE _____ ADMIN UNIT NAME _____

Performance Strengths:

Areas for Improvement:

OVERALL EVALUATION: (check one and/or provide written summary in space below)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

1. Consistently Below Requirements

3. Occasionally Below Requirements

5. Occasionally Exceeds Requirements

2. Frequently Below Requirements

4. Meets requirements

6. Frequently Exceeds Requirements

7. Consistently Exceeds Requirements

OBSERVATIONS:

MUTUALLY UNDERSTOOD GOALS

(Include what the employee and the supervisor can do to achieve the stated goals)

NOTE TO EMPLOYEE: The employee can, at a later date, supply the supervisor and his/her additional written comments with a copy to Human Resources to be attached to the personnel file copy of this summary page.

SIGNATURES:

Employee Signature: _____ Date _____

(My signature above indicates I have reviewed this performance appraisal and have discussed the contents with my immediate supervisor or his/her designee. My signature also means that I have been advised of my performance and does not necessarily imply that I agree with the evaluation.)

Supervisor's signature _____ Date _____

Administrative review _____ Date _____

Distribution: Original remains in Admin Unit; full copy to employee; copy of Section II to Human Resources.