



# University of California, Los Angeles Employee Performance Evaluation Form

**Employee Name:**

**Employee ID Number:**

**Job Title:**

**Department:**

**Reviewing Supervisor:**

**Review Period:**

**Period Supervised by Performance Reviewer:**

**Time in Position:**

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## **RATING CATEGORIES:**

- |   |   |
|---|---|
| 5 | Exceptional Performance (outstanding achievements that far exceed goals)                |
| 4 | Consistently Exceeds expectations   |
| 3 | Fully Meets expectations  |
| 2 | Partially meets expectations (Improvement Needed - comments must be provided in part 2) |
| 1 | Does not meet expectations (Unsatisfactory - comments must be provided in part 2)       |

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## **PART ONE: REVIEW OF PERFORMANCE ELEMENTS**

### **COMMUNICATION (*WRITTEN, ORAL, AND PRESENTATION*):**

Uses clear and appropriate language in writing.

Verbally conveys information in a clear and accurate manner in a variety of situations.

Produces and delivers formal presentations to a variety of audiences, where applicable.

### **JOB KNOWLEDGE:**

Demonstrates expertise in the functional aspects of the job.

### **TECHNOLOGY SKILLS:**

Proficient use of work-related equipment, tools, and technology.

### **TEAMWORK/ INTERPERSONAL RELATIONS/ FLEXIBILITY:**

Works collaboratively with fellow employees and colleagues to achieve identified goals and objectives.

## UNIVERSITY OF CALIFORNIA, LOS ANGELES- EMPLOYEE PERFORMANCE EVALUATION

Builds productive rapport with employees at all levels within and outside the department.

Adjusts performance to accommodate changes in departmental direction and processes.

### **CUSTOMER FOCUS:**

Establishes and maintains good working relationships with customers by understanding and responding promptly to customer needs and expectations.

### **PROBLEM SOLVING:**

Analyzes facts and data, using sound judgment, to arrive at most effective solution.

### **INNOVATION:**

Explores and suggests new approaches and methods to achieve departmental goals and responsibilities.

### **PRODUCTIVITY:**

Produces targeted outcomes and results efficiently and effectively. Follows established guidelines and procedures.

### **DEPENDABILITY/ SELF-MANAGEMENT:**

Consistently adheres to work schedule and completes assignments in a timely fashion.

Demonstrates initiative by setting priorities, regularly completing work on schedule, and fulfilling commitments.

### **WORK QUALITY:**

Work products are professional, clear, and comprehensive in keeping with UCLA/department standards.

### **SUPERVISORY AND MANAGEMENT ELEMENTS:**

Demonstrates leadership by creating a culture that supports individual motivation, high levels of individual and team performance, and quality of service.

## UNIVERSITY OF CALIFORNIA, LOS ANGELES- EMPLOYEE PERFORMANCE EVALUATION

Fosters the value of diversity and inclusiveness, treating all employees with respect, dignity, and fairness in support of equal employment opportunity and affirmative action objectives.

Supports staff development for employees supervised and maximizes existing skills in all employees.

Provides employees with performance standards, expectations, and ongoing feedback regarding progress and constructively addresses performance issues.

Ensures that supervised employees make an identifiable contribution to the organization's mission and objectives.

### **RECRUITMENT:**

Manages the recruitment process effectively to attract, select and hire the best talent to meet organizational objectives.

### **FINANCIAL/RESOURCE MANAGEMENT:**

Manages financial performance in area of responsibility in accordance with budget and department goals.

Manages assets effectively, including technology, equipment, budget and space, where applicable.

**UNIVERSITY OF CALIFORNIA, LOS ANGELES- EMPLOYEE PERFORMANCE EVALUATION**

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**PART TWO: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE**

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Supervisor describes employee's major assignments and accomplishments, key strengths, any performance shortfalls, and other performance elements that characterize the employee's performance during the review period. (Please include examples or supporting information below.)

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**PART THREE: OVERALL PERFORMANCE RATING**

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EXCEPTIONAL PERFORMANCE (5)	EXCEEDS EXPECTATIONS (4)	MEETS EXPECTATIONS (3)	PARTIALLY MEETS EXPECTATIONS (2)	DOES NOT MEET EXPECTATIONS (1)
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**PART FOUR A: ORGANIZATIONAL GOALS AND OBJECTIVES**

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Supervisor discusses employee's future organizational goals, ongoing objectives for success within the organization, and steps to ensure continued contributions from the employee.

UNIVERSITY OF CALIFORNIA, LOS ANGELES- EMPLOYEE PERFORMANCE EVALUATION

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**PART FOUR B: GOALS FOR/AND PROGRESS ON PROFESSIONAL DEVELOPMENT PLAN**

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Supervisor discusses employee's performance improvement needs and action plan, training recommendations, future goals and expectations for employee's job performance and professional development.

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**REQUIRED SIGNATURES**

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REVIEWING SUPERVISOR

DATE

MANAGEMENT REVIEWER

DATE

**I have received and reviewed this evaluation of my performance. My signature below indicates neither agreement nor disagreement with this evaluation.**

EMPLOYEE

DATE

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**EMPLOYEE COMMENTS**

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