**UC Santa Barbara Performance Feedback Form** *– Non-represented (policy-covered) staff only*

**EMPLOYEE INFORMATION** Select one: check-in probationary review annual review

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payroll Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of Time in Position: \_\_\_\_\_\_\_\_\_\_ Date or Date Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION ONE: EMPLOYEE’S DEMONSTRATED STRENGTHS & ACCOMPLISHMENTS** – *Document strengths and accomplishments that align with UC’s core competency model: continuous improvement, continuous learning, problem solving, service, belonging and community, collaboration, communications, change agility, mission and vision, stewardship*. View full list at: <https://www.ucop.edu/human-resources/_files/uc-core-competency-model.pdf>

|  |
| --- |
|  |

**SECTION TWO: CORE JOB RESPONSIBILITIES** – *Evaluate the employee’s overall job performance and proficiency with completing core job responsibilities and meeting supervisor expectations.*

|  |
| --- |
|  |

**SECTION THREE: GOALS** – *Create professional growth goals and job-based goals. Set goals, document progress towards attainment, acknowledge completion of goals, and identify any applicable dates (due dates and completion dates).*

|  |
| --- |
|  |

**SECTION FOUR: DEVELOPMENT** –*Share feedback on behaviors or practices that support and develop the employee’s effectiveness in their role and/or career path (i.e., coaching for advancement, setting performance benchmarks, focusing on specific areas for performance development, skill refinement or enhancement, training, and professional development).*

|  |
| --- |
|  |

**OVERALL RATING** *– (for a probationary or an annual review only)*

* **Exemplary** – Performance far exceeded expectations in every aspect of the job. Contributions had tremendous impact and positive value. Only a small percentage of employees will achieve this level.
* **Successful** – Consistently produced high quality results that fully met and/or exceeded expectations.
* **Improvement Needed** –Performance did not consistently meet expectations in one or more areas. Additional time to learn, additional training and/or commitment are needed to achieve a Successful rating.

**EMPLOYEE COMMENTS**

|  |
| --- |
|  |

* I confirmed that the employee completed all required training during the evaluation period, including UC Cyber Security Awareness training and UC Sexual Harassment Prevention training.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date Supervisor Signature Date Dept. Head Signature Date