**UCSB PERFORMANCE EVALUATION**

## SECTION ONE: EMPLOYEE INFORMATION

|  |  |  |
| --- | --- | --- |
| Employee Name | Department | Division |
| Payroll Title (Class) | Supervisor’s Name | Supervisor’s Title |
| Period Covered By This Evaluation (dates) - From: To: | | Date of Last Evaluation: |
| Length of Time in Position(Check one):  6-month Probationary Review  *0-1 year*  *1-5 years*  *5+ years* | | |

**SECTION TWO: EVALUATION OF UC CORE COMPETENCIES**

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| --- | --- |
| **DEMONSTRATED UC CORE COMPETENCIES^**  (Select the competencies most critical to the position responsibilities and/or goals\*) | **COMMENTS AND EXAMPLES OF UC CORE COMPETENCIES DEMONSTRATED AND THOSE NEEDING DEVELOPMENT** |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |

*\* If additional rows are needed, please insert them above.*

*^ The complete list of the UC Core Competencies is displayed on page 5 of this form.*

**SECTION THREE: EVALUATION OF KEY RESPONSIBILITIES AND RATINGS**

|  |  |  |
| --- | --- | --- |
| **AREA OF RESPONSIBILITY** | **COMMENTS AND EXAMPLES OF PERFORMANCE** | **RATING** |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
| Responsible for the completion of UC mandatory training requirements. | Met the requirements for completion of mandatory UC Cyber Security Awareness training for this performance cycle, in addition to other mandatory trainings applicable to the position. | Choose an item. |

**SECTION FOUR: OVERALL EVALUATION** *The performance evaluation rating should be chosen based on the full description, not the label. Beginning in FY2015-16, the Performance Evaluation cycle emphasized a recalibration of performance ratings based on the full description and a renewed leveling of performance standards by all supervisors of policy-covered staff.*

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| --- | --- | --- | --- | --- |
| **OVERALL RATING FOR THE PERFORMANCE EVALUATION:** | | | | |
| **EXCEPTIONAL** | **EXCEEDS EXPECTATIONS** | **FULLY MEETS EXPECTATIONS /**  **SOLID PERFORMANCE** | **IMPROVEMENT NEEDED** | **CONSISTENTLY BELOW EXPECTATIONS** | |
| Far exceeded performance expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior, **AND** either 1) included the completion of a major project, or 2) made an exceptional or unique contribution in support of unit, department, or University objectives. This rating is intended to be given infrequently. | Consistently exceeded performance expectations in most essential areas of responsibility, and the quality of work overall was excellent. | Consistently met performance expectations in essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.  [Image result for bell curve](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjR06LGp-DQAhVF2xoKHVfYAt4QjRwIBw&url=http://www.powerframeworks.com/series-CN010&bvm=bv.140496471,d.d2s&psig=AFQjCNGxHF9yeChvGy9zXyIOymueRNJ72g&ust=1481139155561073)  *The typical campus distribution suggests that the majority of the current year’s performances could be described as*  *Fully Meets Expectations / Solid Performance.* | Did not consistently meet performance expectations in one or more essential area of responsibility. A professional development plan to improve performance will be outlined in **Section Four**, including timelines, and monitored to measure progress. | Performance was unsatisfactory and consistently below expectations in most essential areas of responsibility. Significant improvement is needed in one or more important areas. A plan to correct performance will be outlined in **Section Four**, including timelines, and monitored to measure progress. | |
| **EMPLOYEE COMMENTS** | | | | |
|  | | | | |

**SECTION FIVE: PROFESSIONAL/SKILLS DEVELOPMENT PLAN**

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| --- |
| **PROFESSIONAL/SKILLS DEVELOPMENT PLAN** |
| Enter any actions that will be taken by the employee or manager/supervisor to support career growth, training needs, job mastery, or actions to correct performance. |

**SECTION SIX: SIGNATURES**

|  |  |
| --- | --- |
|  | |
| Signature of Immediate Supervisor Date |  |
| Additional Signatures Date | Employee’s Signature\* Date |
| Department Head Signature Date | \*Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation, and your supervisor has reviewed it with you. If you wish, you may comment in the Employee Comments section above. |
|  | |

**Core Competency Descriptions:**

(More detailed descriptions can be found here: <http://www.hr.ucsb.edu/managers-supervisors/performance-evaluations>)

**1. COMMUNICATION** – Shares and receives information using clear oral, written and interpersonal communication skills

**2. DIVERSITY AND INCLUSION** – Models and promotes the University of California Principles of Community and complies with UC policies on diversity and non-discrimination.

**3. EMPLOYEE ENGAGEMENT COMPETENCY** – Demonstrates commitment to the job, colleagues, the University and its mission by acting in ways that further the accomplishment of its goals.

**4. INNOVATION AND CHANGE MANAGEMENT** – Uses personal knowledge and professional experience to envision the future, anticipate change, capitalize on opportunities and develop innovative options that further the strategic direction of the organization.

**5. JOB MASTERY AND CONTINUOUS LEARNING** – Demonstrates responsibility for one’s own career path and continuous learning by identifying and applying new skills as needed to perform successfully on the job.

**6. RESOURCE MANAGEMENT** – Demonstrates integrity, accountability and efficient stewardship of university resources in a manner consistent with the UC Standards of Ethical Conduct and other policies.

**7. RESULTS ORIENTATION AND EXECUTION** – Demonstrates the ability to analyze situations or problems, make timely and sound decisions, construct plans and achieve optimal results.

**8. SERVICE FOCUS** – Values and delivers high quality, professional, responsive and innovative service.

**9. TEAMWORK AND COLLABORATION** – Collaborates with colleagues in order to achieve results in alignment with the operations and mission of the University of California.

***FOR MANAGERS AND SUPERVISORS:***

**10. PEOPLE MANAGEMENT** – Leads and engages people to maximize organizational and individual performance through alignment with the University mission and attainment of strategic and operational goals.