

**UNIVERSITY OF CONNECTICUT  
PROFESSIONAL STAFF PERFORMANCE EVALUATION COVER SHEET**

**IMPORTANT!**

Forward a copy of the completed evaluation to the Department of Human Resources, Unit 5075.

**PART I. COVER SHEET**

**STAFF MEMBER'S IDENTIFICATION**

Name:

UCPEA Title:

Employee Number:

Department:

**EVALUATOR'S IDENTIFICATION**

Name:

Department:

For Rating Period: May 1 – April 30 Year:

Title:

Phone Number:

**TYPE OF EVALUATION**

- Annual  
 Other (please specify) -

**STATUS OF EMPLOYEE**

- Permanent  
 End Date  
 Probationary

**OVERALL RATING**

- OUTSTANDING (O)  
 VERY GOOD (V)  
 GOOD (G)  
 IN NEED OF IMPROVEMENT (I)  
 UNSATISFACTORY (U)

**UNIVERSITY MERIT**

- I have recommended this employee for university merit.  
 I have not recommended this employee for university merit.  
 Employee is not eligible for merit consideration.

**CERTIFICATION OF SUPERVISOR**

I certify that I have completed the performance evaluation of the employee listed below, and that I have made it available and discussed it with said employee on \_\_\_\_\_.

In addition, I have included a statement of goals, which we mutually prepared and reviewed in accordance with the employee's job description (attached hereto). Next scheduled review date: \_\_\_\_\_

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**CERTIFICATION OF STAFF MEMBER**

I certify that I have been given a copy of this performance evaluation and that I have reviewed it with the identified supervisor. I  have  have not appended written comments to this evaluation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, First Supervisor Outside UCPEA

\_\_\_\_\_  
Date

**FOR HUMAN RESOURCES USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ **DATA ENTRY DATE:** \_\_\_\_\_ **INITIALS:** \_\_\_\_\_

Employee Name:

**PERFORMANCE EVALUATION FORM**

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**PART II. PERFORMANCE EVALUATION CRITERIA**

**1. KNOWLEDGE**

Rating:  O  V  G  I  U

Suggested Standards of Performance

- Demonstrates understanding of all job tasks
- Keeps informed about position goals
- Comprehends mission of appropriate organizational unit(s)
- Learns new routines/assignments willingly

Other Standards of Performance (if applicable):

Comments (optional):

**2. DEPENDABILITY**

Rating:  O  V  G  I  U

Suggested Standards of Performance

- Produces high-quality work and maintains accuracy
- Maintains agreed-upon work schedule
- Readily available to manager/colleagues/students
- Follows through to complete projects and meets deadlines
- Respects/maintains confidentiality

Other Standards of Performance (if applicable):

Comments (optional):

**3. COMMUNICATION**

Rating:  O  V  G  I  U

Suggested Standards of Performance

- Speaks effectively and clearly
- Writes in clear, well-organized manner
- Communicates status of responsibilities appropriately
- Communicates effectively when interacting with the University population

Other Standards of Performance (if applicable):

Comments (optional):

Employee Name:

**4. INTERPERSONAL**

Rating:  O  V  G  I  U

Suggested Standards of Performance

- Is accessible/approachable
- Establishes sound working relationships
- Courteous to University population
- Relates sensitively to other cultures

Other Standards of Performance (if applicable):

Comments (optional):

**5. INDEPENDENT ACTION (OR INITIATIVE)**

Rating:  O  V  G  I  U

Suggested Standards of Performance

- Initiates and prioritizes work assignments
- Learns from experiences and initiates productivity improvements
- Responds appropriately to crises and initiates solutions when possible
- Exhibits creative and innovative skills

Other Standards of Performance (if applicable):

Comments (optional):

**6. PROFESSIONAL DEVELOPMENT**

Rating:  O  V  G  I  U

Suggested Standards of Performance

- Engages in professional self-improvement
- Contributes to unit(s) through professional activity
- Identifies valuable educational/training opportunities

Other Standards of Performance (if applicable):

Comments (optional):

Employee Name:

**7. LEADERSHIP (where applicable)**

Rating:  O  V  G  I  U N/A

Suggested Standards of Performance

- Makes sound and fair decisions
- Shares information with staff as appropriate
- Mentors staff
- Anticipates potential obstacles and acts
- Responds sensitively to staff

Other Standards of Performance (if applicable):

Comments (optional):

**8. SUPERVISORY SKILLS (where applicable)**

Rating:  O  V  G  I  U N/A

Suggested Standards of Performance

- Delegates well-defined tasks fairly
- Creates procedures to manage work effectively
- Encourages employee training and development
- Is accessible to staff
- Practices sound resource management

Other Standards of Performance (if applicable):

Comments (optional):

**9. TEAMWORK (where applicable)**

Rating:  O  V  G  I  U N/A

Suggested Standards of Performance

- Acts collaboratively to accomplish team goals
- Prepares in advance, actively listens, and offers constructive criticism in team meetings
- Contributes significantly to the team's success

Other Standards of Performance (if applicable):

Comments (optional):

**Employee Name:**

**PART III. PERFORMANCE NARRATIVE**

Supervisor should include information on staff member's overall performance highlighting (1) areas of strength; (2) areas for further development; and (3) areas for improvements. Evaluator may also comment on unique or extraordinary factors contributing to this evaluation.

Employee Name:

**PART IV. STATEMENT OF EMPLOYEE PERFORMANCE GOALS FOR UPCOMING EVALUATION PERIOD (Not for University Merit)**

These performance goals should be mutually established by both the supervisor and employee in conjunction with the employee's job description.

Staff Member:

Department:

For Rating Period: May 1 - April 30

**Goals**

**Performance Standard**

**Anticipated  
Deadline**

**Comments:**

Employee Name:

**PART V. COMPLETE FOR PROBATIONARY EMPLOYEES ONLY**

I recommend that the above employee be continued in his/her probationary appointment.  
**(6-Month Evaluation)**

I recommend that the above employee be reappointed as a permanent employee upon the completion of his/her probationary period. **(Final Evaluation)**

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**CHECKLIST FOR PERFORMANCE EVALUATION PACKET:**

- Part I - Cover Sheet (Including signed certifications of supervisor and staff member)
- Part II – Performance Evaluation Criteria
- Part III – Performance Narrative
- Part IV – Employee Performance Goals for Upcoming Evaluation Period
- Part V – Probationary Employees Only Recommendation
- Report of Activities and Achievements