



PERFORMANCE EVALUATION FORM
for Research/Extension Associates
and Postdoctoral Researchers

Employee Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Unit \_\_\_\_\_

Instructions and Rating Options. For each category, the rater will have the following five options.

- G = MEETS THE DESIRED PERFORMANCE LEVEL. For each category a standard or goal will be provided which explains the desired performance level.
E = EXCELS IN THIS AREA. This rating should be assigned to employees who perform significantly above the expected performance level. This rating must be justified using specific examples of performance above the expected standard.
I = WORKING TOWARD THE DESIRED PERFORMANCE LEVEL, BUT DOES NOT FULLY MEET THE LEVEL IN ALL AREAS. This rating should be assigned to employees who need to continue improving in one or more areas within a category. The area(s) in which improvement is needed must be stated.
N = DOES NOT MEET REQUIREMENTS. This rating should be assigned to employees who perform significantly below the expected performance level. This rating must be justified using specific examples of performance below the expected standard.
NA=NOT APPLICABLE. Use this designation when a category does not apply to the position.

In addition to the performance rating, the rater may also add a "T" to indicate that the category should be "targeted" for extra attention during the next rating period. This designation can only be used in conjunction with one of the ratings above to establish goals relative to a specific category. It may indicate an area of strength where additional attention might be desired or an area of some weakness.

The categories below have been defined because they are applicable to most jobs. Blank space for job specific categories is provided on Page 3. Page 3 also contains categories applicable to supervisory positions.

JOB KNOWLEDGE: Those technical skills and abilities necessary to perform the required duties; gained through experience, education, training or observation. Desired Standard. Has sufficient job knowledge to perform responsibilities with minimal supervision. May seek supervisor's advice before handling harder parts of job. Understands the relationship of the job to the rest of the organization. Is able to apply job knowledge in unusual situations.

Evaluation: [ ] Comments:

DEPENDABILITY: Reliability in performing job duties. Desired Standard. Can be counted on to complete tasks associated with the position. Is reliable in accepting responsibilities, following work timeframes and meeting deadlines.

Evaluation: [ ] Comments:

PLANNING AND ORGANIZING: Ability to plan ahead, schedule work, set realistic goals, anticipate and prepare for future assignments, set logical priorities, and organize records and reference material. Desired Standard. Usually does a good job in setting priorities. Able to meet most goals. Maximizes usage of available personnel and resources to meet goals. Maintains records and reference materials in a manner which facilitates access by appropriate personnel.

Evaluation: [ ] Comments:

**ANALYSIS AND DECISION-MAKING:** Ability to develop a logical course of action or reach a conclusion based on available information. *Desired Standard.* Usually able to arrive at decisions taking into consideration relevant facts and circumstances. Bases decisions on all available information.

**Evaluation:** [ ] Comments:

**QUALITY OF WORK:** Relates to the accuracy, presentability and thoroughness of work. *Desired Standard.* Work is usually accurate, neat, thorough and appropriately documented. May make errors occasionally.

**Evaluation:** [ ] Comments:

**QUANTITY OF WORK:** Relates to the amount of work produced. *Desired Standard.* Produces an acceptable volume. Works at a consistent pace. Displays a willing acceptance of reasonable workloads.

**Evaluation:** [ ] Comments:

**UTILIZATION OF TIME:** The ability to use time wisely. *Desired Standard.* Wastes little time. Works at a steady pace. Minimizes time spent on non-professional activities during work hours.

**Evaluation:** [ ] Comments:

**INTERPERSONAL RELATIONSHIPS:** Effectiveness in working with others. *Desired Standard.* Works well with others as required for the job. Maintains control in dealing with others. Does not habitually complain about work assignments and procedures. Takes into consideration other viewpoints and minimizes personal bias. Assists others as necessary. Is able to work as a team member. Accepts directives and constructive criticism.

**Evaluation:** [ ] Comments:

**COMMUNICATION SKILLS:** Collection, organization, and presentation of information in written or oral form. *Desired Standard.* Oral and written communication skills are adequate to accomplish responsibilities. Presents material clearly and concisely.

**Evaluation:** [ ] Comments:

**RESOURCEFULNESS:** The ability to respond to change and work independently. *Desired Standard.* Is able to adapt to change. Works independently. Can research and find solutions to routine problems. Is able to handle special projects. Shows creativity in developing new procedures under appropriate circumstances.

**Evaluation:** [ ] Comments:

**COMPLIANCE:** Compliance with laws, rules, policies, and established procedures. *Desired Standard.* Follows rules and established policies and procedures. Expresses disagreement constructively.

**Evaluation:** [ ] Comments:

**USE OF PHYSICAL RESOURCES:** Care, use and maintenance of physical resources. *Desired Standard.* Does what is necessary regarding maintenance and usage of materials, equipment, tools, machinery and facilities. Displays interest in work cost control.

**Evaluation:** [ ] Comments:

**ATTENDANCE:** Includes absenteeism, tardiness and breaks. *Desired Standard.* Adheres to work hours established by supervisor. Normally requests leave in advance. Before requesting leave, takes into consideration impact of absence on overall operations. Submits required leave forms in a timely manner.

**Evaluation:** [ ] Comments:

**PROFESSIONALISM:** Relates to the employee's overall approach to their job. *Desired Standard.* Represents the Ag Center in a positive manner. Exhibits a courteous, conscientious, and generally business-like manner. Shows concern for the organization and expresses criticism constructively. (NOTE: Focus on specific, job-related incidents.) **Evaluation:** [ ] Comments:

**LEADERSHIP:** Applies to supervisory positions and refers to the ability to motivate employees. *Desired Standard.* Practices management techniques which help subordinates feel they are part of and contribute to the mission of the organization. Leads by example.

**Evaluation:** [ ] Comments:

**COUNSELING AND APPRAISING:** Applies to supervisory positions and relates to the ability to evaluate subordinate's performance and to discuss problems and performance in a constructive way. *Desired Standard.* Provides constructive feedback to subordinates. Counsels and disciplines subordinates when necessary to resolve problems. Fills out the annual performance appraisal form in a satisfactory manner.

**Evaluation:** [ ] Comments:

**JOB SPECIFIC CATEGORY and Desired Standard.**

**Evaluation:** [ ] Comments:

**JOB SPECIFIC CATEGORY and Desired Standard.**

**Evaluation:** [ ] Comments:

**ACCOMPLISHMENTS DURING THE RATING PERIOD (may include job-related public service or community activities).**

**GOALS FOR NEXT YEAR (may include plans or needs for special training/professional development).**

**GENERAL ASSESSMENT OF EMPLOYEE STRENGTHS AND WEAKNESSES.**

**SUPERVISOR'S COMMENTS/OVERALL EVALUATION.**

**UNIT HEAD'S COMMENTS/OVERALL EVALUATION.**

**EMPLOYEE COMMENTS.**

**SIGNATURES. The ratings provided above have been reviewed and discussed privately with the employee.**

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Unit Head Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Acknowledged:** *Signature does not imply agreement or disagreement with this evaluation.*

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_