

Rutgers University
Performance Evaluation Form for Fiscal Year _____ - _____ (fill in)
Union of Rutgers Administrators-American Federation of Teachers (URA-AFT)

Employee Name: _____

Notes: Performance evaluations for URA-AFT employees eligible for the Staff Compensation Program (SCP) must be completed by April 30 of each fiscal year.
For more detailed instructions, see the UHR website (<http://uhr.rutgers.edu/>) or call 848-932-3020 and ask to speak to an HR Consultant.

SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties** (use a word or short phrase to describe the duty) of the position.
2. Indicate the **priority percentage** for each duty (should total 100%).
3. **Appraise each duty** in Sections 3 & 4 (the following page), then **transcribe the rating** to the column below.

<u>Key Duties</u>	<u>Priority</u>	<u>Rating</u>
1.		
2.		
3.		
4.		
5.		

SECTION 2: OVERALL ASSESSMENT

Based upon the appraisal rating for each key duty and its priority level, indicate the employee's overall appraisal rating which reflects his or her performance during the past year by checking one of the categories below. Use the following rating scale and provide comments to explain your rating.

(Check only one.)

- Meets Standards.** This rating encompasses a wide range of performance from employees satisfactorily meeting job expectations to making exceptional contributions in advancing the objectives of their departments and/or the university.
- Does Not Meet Standards.** Employees who do not satisfactorily meet job expectations and **overall** do not consistently perform their assigned responsibilities adequately will be given this rating. Employees who receive this rating will be provided specific guidelines on how to improve performance and will be reevaluated again by October 15 of this year.

Note: Performance in the higher priority duties should have a greater impact on the overall assessment than performance in the lower priority areas.

Comments (add pages as necessary):

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Key Duty #: _____

Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.

SECTION 3: PERFORMANCE STANDARDS

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

Check here and detail on an attached page if standards are being modified for next year's evaluation process.

Meets Standards

Does Not Meet Standards

SECTION 4: APPRAISAL & DOCUMENTATION

Appraisal

Check only one rating level to appraise the employee's performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

Meets Standards

Does Not Meet Standards

Support for Appraisal

Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

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SECTION 5: PERFORMANCE IMPROVEMENT OR ENHANCEMENT

To be completed by supervisor based on performance ratings from prior year and performance expectations for upcoming year. Must be completed and specific guidelines provided on how to improve performance if overall evaluation is "Does Not Meet Standards".

SECTION 6: SIGNATURES AND COMMENTS

- Overall Appraisal Rating (from Section 2): Meets Standards
- Does Not Meet Standards (will be re-evaluated by October 15 of this year)

First-Level Supervisor	Date
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Comments:

Second-Level Supervisor	Date
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Comments:

Employee	Date
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Notes: An employee's signature does not necessarily indicate agreement with this evaluation. An employee may request a review of the evaluation in accordance with Article 41, Section E of the negotiated URA-AFT Agreement and as explained in the "Review Process If SCP Procedure Is Not Followed" available on UHR's website (<http://uhr.rutgers.edu/>), or by calling University Human Resources at 848-932-3020.