

**UNIVERSITY OF ARKANSAS AT PINE BLUFF**

**CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION FORM**

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| **PART I – EMPLOYEE INFORMATION** |
| Name *(Last, First, MI):* | Colleague ID Number: | Department: |
| Position Title: | Class Code: | Position Number: |
| **PART II – SUPERVISOR’S (RATER) INFORMATION** |
| Name of Rater *(Last, First, MI):* | Telephone Number: | Position Title: |
| **PART III – rEVIEWING OFFICIAL’S INFORMATION** |
| Name of Reviewing Official *(Last, First, MI):*. | Telephone Number: | Position Title: |
| **PART IV - RATING PERIOD** |
| Rating Period Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Rating Period Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **PART V – DEFINITIONS****Duty Area –** A collection of tasks that together form an essential element of the job.**Standard –** A statement used to measure employee performance. It may be a quantity or quality of output produced, a model of operation, or a degree of progress toward a goal.**Duty Area –** A collection of tasks that together form an essential element of the job.**Result –** The outcome of the performance of the core performance expectation/standard of the job.**Comments –** Comments by the employee, rater and/or reviewing official concerning the result of a specific core performance expectation/standard.**Ratings Definitions****Exceeds Standards –** Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievements seldom accomplished within the department.**Above Average –** On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.**Satisfactory –** Performance meets all or most and may occasionally exceed work objectives and management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.**Unsatisfactory –** Performance does not consistently meet management expectations. Requires more than normal guidance and direction. Improvement and/or development are necessary if the supervisor elects to continue employment with the employee. |
| **PART VI – PERFORMANCE STANDARDS** |
| **Duty Area:** |
| **Standard:** |
| **Results:** |
| **Comments:** |
| Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
| **Duty Area:** |
| **Standard:** |
| **Results:** |
| **Comments:** |
| Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
| Duty Area: |
| **Duty Area:** |
| **Standard:** |
| **Results:** |
| **Comments:** |
| Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
| **Duty Area:** |
| **Standard:** |
| **Results:** |
| **Comments:** |
| Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
| **Duty Area:** |
| **Standard:**. |
| **Results:** |
| **Comments:** |
| Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
| **Duty Area:** |
| **Standard:** |
| **Results:** |
| **Comments**: |
| Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
| **Duty Area:** |
| **Standard:**. |
| **Results:** |
| **Comments:**. |
| Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
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| **PART VII – OVERALL RATING** |
|  ***Overall Rating*** *– It is understood that an Unsatisfactory in any above fields precludes awarding an Exceeds Standard or Above Average rating during this period.* ***The overall rating received is determined at the discretion of the rating official.***Exceeds Standard [ ]  Above Average [ ]  Satisfactory [ ]  Unsatisfactory [ ]  |
| By signing below the employee concurs only that the performance evaluation has been conducted. The employee’s signature does not indicate that he or she agrees with the evaluation. Comments concerning performance may be submitted on a separate sheet.Employee’s Signature:        Date:        By signing below the supervisor certifies that all subordinate performance evaluations have been completed and forwarded to the reviewing official.Rater’s Signature:        Date:       Reviewing Official’s Signature:        Date:         |