

UNIVERSITY OF MAINE SYSTEM PROFESSIONAL EMPLOYEE PERFORMANCE EVALUATION

PURPOSE

A meaningful and effective performance appraisal system promotes and enhances on-going, two-way communication between supervisors and employees in order to:

- a) establish mutually understood performance expectations/goals;
- b) provide feedback on accomplishments and areas in need of improvement;
- c) develop a plan for maintaining job performance at a satisfactory level or for improving performance.
- d) deal with specific serious performance problems as they occur.

The formal, written evaluation for each evaluation period summarizes the employee's job performance for that period.

INSTRUCTIONS

1. The supervisor forwards to the employee, a "**Professional Employee Self Evaluation**" and an uncompleted "Professional Employee Performance Evaluation" form. The employee should complete the self evaluation and return it within two weeks. The evaluation form is provided for informational purposes.
2. Once the self evaluation has been returned, the supervisor should schedule an interview with the employee.
3. Prior to the interview the supervisor should review the self evaluation and complete sections I-IV of the evaluation form. Supervisors are encouraged to comment on each performance criterion. However, any rating of "*Outstanding*", "*Needs Improvement*" or "*Unsatisfactory*" requires a comment.
4. During the interview the supervisor and employee should discuss the completed evaluation forms. Supervisors should point out areas of good as well as weak performance and be specific. The supervisor should make specific suggestions for improvement, where necessary.
5. The supervisor and employee should establish goals and objectives for the employee, which will be used in the next evaluation.
6. After the interview both the supervisor and employee must sign the form. If a copy of the evaluation is not signed by the employee and returned within seven (7) calendar days, an unsigned copy shall be placed in the personnel file. The supervisor gives a copy to the employee and sends another copy through the appropriate administrator to the custodian of professional employee personnel files. No alterations or comments may be made on the form after the employee and supervisor have signed it.
7. Confidentiality of the information is the shared responsibility of the supervisor, any reviewing administrator(s) and the file custodian. Ordinarily, the Performance Evaluation document will be available only to the employee involved, his or her supervisor, appropriate administrators, and/or a duly designated representative in accordance with the collective bargaining agreement.

Professional Employee Performance Criteria
(For use in conjunction with Professional Employee Performance Evaluation)

The questions listed below each criterion are intended to illustrate aspects of the performance area. Not all questions will be applicable to every position. In addition there may be other dimensions of a criterion which apply to some positions. The questions are intended to assist, but not to limit, the evaluation.

A. Communications (oral and written):

How well does employee express self?

How well does employee communicate with subordinates, peers, students, and other professional contacts?

How well does employee keep superiors informed?

B. Job Knowledge:

Assess the employee's command of the knowledge base required to perform the job.

How well does employee understand job responsibilities?

How well does employee understand and adhere to policies and procedures?

Does employee consistently attempt to expand job knowledge and keep abreast of developments in the field?

C. Organization and Planning:

Does employee reappraise procedures or techniques to insure efficiency?

Does employee define and arrange activities in a logical manner?

Does employee effectively use resources including staff, time, money, and materials?

D. Leadership and Supervision:

Does employee set a good example for others?

Does employee delegate appropriate tasks to subordinates?

Does employee develop the capabilities of subordinates?

Does employee motivate subordinates so that they work together towards common objectives?

E. Dependability:

Can the employee be relied on to fulfill job responsibilities in both routine and complex job situations?

Does employee observe and meet deadlines?

Is employee punctual for meetings?

What is the employee's attendance record?

F. Initiative:

Does employee act independently when appropriate?
Does employee actively pursue or initiate projects for the benefit of the department and/or the University?

G. Problem Solving and Creative Ability:

Does employee develop logical and creative solutions to problems and make effective decisions?
Can employee distinguish between significant and minor issues?
Does the employee's work reflect creativity?

H. Adaptability:

Does employee adapt to changing work demands?
Is employee receptive to new ideas and concepts?

I. Professional Attitude:

Does employee demonstrate interest in the job, the department, and the University?
Does the employee emphasize the positive aspects of most situations?
Does employee work effectively under pressure or in crisis situations?
Is employee willing to work beyond normal expectations when work load and deadlines require it?

J. Productivity:

Does employee produce work at satisfactory levels?
Is the employee's work complete and accurate?

K. Relationship with Others:

Does employee have the confidence of others?
Does employee work effectively with other people?

**UNIVERSITY OF MAINE SYSTEM
PROFESSIONAL EMPLOYEE SELF-EVALUATION**

1. What changes, if any, are needed to make your job description accurately reflect your current responsibilities?

2. What were your most important achievements in your University position during the past year?

3. Is your current workload reasonable? What adjustments in workload would you suggest?

4. If you and your supervisor set goals and objectives for this year, comment on your progress in achieving them.

5. Have you participated in professional development activities this past year? If so, please list these activities. How have they helped you develop? What type of professional development activities would be most helpful to you?

6. How can your supervisor help in your job performance and personal development?

The following questions are optional. Your responses will be helpful to the University if you wish to respond. Please respond on a separate piece of paper which will not be placed in your personnel file and will not be part of your performance evaluation, unless you so wish. If you wish these responses to be placed in your personnel file, check here.

7. Do you feel that certain aspects of the University's structure and management particularly enhance or hamper your job activities? (Please cite positive or negative conditions which are particularly important to you.)

8. Overall comment (a short statement of your overall experience as a University employee during the past year):

Employee Name: _____

Employee Signature: _____

Date: _____

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PROFESSIONAL EMPLOYEE PERFORMANCE EVALUATION

Employee _____ Date of Appointment to Current Job _____

Title _____ EVALUATION PERIOD From _____ TO _____

Supervisor _____ Date of Evaluation Interview _____

I. Job Description

- A. The supervisor and employee should review the job description to be certain that there is a mutual understanding of responsibilities of the job. Identify changes that have occurred in the position. Any changes in the job description must be approved by the appropriate University administrator before a new job description is placed in the employee's personnel file. Check here if the job description is being revised and forwarded for approval.
- B. Did the employee meet the responsibilities of the job as defined by the job description? Rate the employee's performance on each duty on the job description, keying the rating to the numbering of tasks on the job description. Continue on an additional page if necessary.

The rating factors are as follows:

- | | |
|--------------------|--|
| Outstanding: | (o) Indicates an exceptional performance. |
| Commendable: | (c) Performance is beyond normal requirements and competence. |
| Effective: | (e) Fulfills the normal job requirements with some strong points. |
| Needs Improvement: | (n) Performance is below job requirements, but improvement is anticipated. |
| Unsatisfactory: | (u) Job performance must be improved substantially to be acceptable. |

Please circle the rating:

1. o c e n u

9. o c e n u

2. o c e n u

10. o c e n u

3. o c e n u

11. o c e n u

4. o c e n u

12. o c e n u

5. o c e n u

13. o c e n u

6. o c e n u

14. o c e n u

7. o c e n u

15. o c e n u

8. o c e n u

II. Evaluation of Performance

Consider each performance criterion and circle the rating factor that most nearly describes the employee's performance during the evaluation period. Refer to "**Professional Employee Performance Criteria**" for illustrative aspects of each criterion.

The rating factors are as follows:

- Outstanding: (o) Indicates an exceptional performance.
- Commendable: (c) Performance is beyond normal requirements and competence.
- Effective: (e) Fulfills the normal job requirements with some strong points.
- Needs Improvement: (n) Performance is below job requirements, but improvement is anticipated.
- Unsatisfactory: (u) Job performance must be improved substantially to be acceptable.

Comments should be related to duties in the job description and goals or objectives established for the employee. When appropriate, write in the comments section, "does not apply" or "no opportunity to observe." **Please circle the rating.** Any rating of 'o', 'n', or 'u' requires a comment.

A. Communication (oral and written): o c e n u

Comments: _____

B. Job Knowledge: o c e n u

Comments: _____

C. Organization and Planning: o c e n u

Comments: _____

D. Leadership and Supervision:

o c e n u

Comments: _____

E. Dependability:

o c e n u

Comments: _____

F. Initiative:

o c e n u

Comments: _____

G. Problem Solving Ability:

o c e n u

Comments: _____

H. Adaptability:

o c e n u

Comments: _____

I. Professional Attitude:

o c e n u

Comments: _____

J. Productivity:

o c e n u

Comments: _____

K. Relationship with Others:

o c e n u

Comments: _____

III. Achievement of Goals: Please refer to goals and objectives set at the time of the last performance evaluation and comment on each of the following:

Were goals for this period fully achieved?

Comments: _____

Were significant accomplishments achieved that were not stated goals?

Comments: _____

If some goals were not achieved, or were not achieved in a timely fashion, explain the reason.

Comments: _____

IV. Overall Rating (a short statement of your total evaluation of the employee):

V. Future Goals:

Establish future long range goals and shorter term objectives with projected dates of achievement. Where possible describe specific objectives with measurable outcomes. Progress toward these goals and objectives will be assessed in the next performance evaluation.

Date of next regular evaluation: _____

Planned date of interim evaluation, if needed: _____

Supervisor's Signature: _____

Date: _____

I have reviewed the above evaluation with my supervisor and have received a copy of the evaluation. I understand that a copy of the evaluation will be retained in my personnel file. My signature does not necessarily indicate agreement with the evaluation.

Employee's Signature: _____

Date: _____

Note: 1- The employee may append a written response or comments to the evaluation after receipt of the written evaluation.
2- An unsigned copy of the evaluation shall be placed in the personnel file if a copy of the evaluation is not signed and returned within seven (7) days.