

The University of Alaska Values a culture of regular performance discussions and feedback. The process provides the opportunity for you and your supervisor to review expectations, set goals that align to the University of Alaska mission while acknowledging your accomplishments, and make purposeful changes if needed.

To Start your performance review, please discuss the following with your supervisor and then complete the required actions:

- Review your position description
- Discuss areas of strength and choose one or more areas to develop
- Plan your goals

<p>Performance Factors: The factors are used to evaluate how effective an employee is in their job duties. Review with your supervisor and consider how each factor relates to the employee's performance.</p>									
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Fails to Meet Expectations</td> <td style="width: 33%; text-align: center;">Partially Meets Expectations</td> <td style="width: 33%; text-align: center;">Fully Meets Expectations</td> </tr> <tr> <td style="text-align: center;">Exceeds Expectations / Exceptional</td> <td style="text-align: center;">Sets a New Standard of Performance</td> <td></td> </tr> </table>		Fails to Meet Expectations	Partially Meets Expectations	Fully Meets Expectations	Exceeds Expectations / Exceptional	Sets a New Standard of Performance			
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		Supervisor Rating							
		Employee Rating							
<p>Works independently and makes decisions to deliver results</p> <p>Identifies and brings solutions to problems</p> <p>Develops ideas for process improvements</p> <p>Is aware and takes action when others need assistance</p>									
		Supervisor Rating							
		Employee Rating							
<p>Produces results in job and department responsibilities</p> <p>Shows attention to detail, accuracy, follow-through and thoroughness</p> <p>Uses strengths in position to deliver better outcomes</p> <p>Demonstrates leadership in role and position</p> <p>Complies with health and safety rules and procedures</p>									
		Supervisor Rating							
		Employee Rating							
<p>Produces volume of work based on organizational and departmental need</p> <p>Completes work within reasonable time limits</p> <p>Manages time effectively and meets deadlines</p> <p>Establishes and manages priorities</p> <p>Establishes and manages priorities effectively</p>									

		Supervisor Rating						
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Document the agreed upon goals below:

Your overall rating is based upon your ratings and the ratings your supervisor provided as related to your job responsibilities, meeting competencies, and achieving review period goals.

	5	Sets a New Standard of Performance	Employee Consistently exceeds performance standards
	4	Exceeds Expectations / Exceptional	Employee meets and often exceeds performance standards
	3	Fully Meets Expectations	Employee consistently meets the performance standard
	2	Partially Meets Expectations	Employee meets but often falls short of performance standards
	1	Does Not Meet Expectations	Signification improvement needed

Evaluation Acknowledgment of this review does not mean that you agree with the final outcome, only that you and your supervisor have discussed the review.

Employee signature/date

Supervisor signature/date