



STAFF PERFORMANCE APPRAISAL PACKET 11/12

STAFF PERFORMANCE APPRAISAL REPORT (SPAR) (For all Union staff, classified and appointed)

This packet contains:

- A. Employee Career Development Worksheet**
- B. Staff Performance Appraisal Report (SPAR form)**
- C. SPAR Overall Performance Appraisal Rating**

Instructions:

1. Explain evaluation process to employee. Ask employee to review and update their job description and complete the Employee Career Development Worksheet. Review and update job description if needed. [Required signatures]
2. Supervisor completes the Staff Performance Appraisal Report. Note: if the review warrants an “Exceeds”, “Meets Some”, or “Does Not Meet” the Associate Director’s Approval must be acquired before meeting with the employee.
3. In final review meeting, discuss the Staff Performance Appraisal Report with employee.
4. Employee signs, makes comments as needed. [Other required signatures]
5. Supervisor must turn in original and one copy of SPAR and job description to payroll

**download this packet (Word file format or pdf file format) at:*

www.union.arizona.edu/intra

<click on Tool Kit, then click on Staff Performance Appraisal>



1. EMPLOYEE CAREER DEVELOPMENT WORKSHEET

(To be completed by the Employee)

Employee Name: _____ Employee ID#: _____

Job Title: _____ Dept: _____

- A. List what you consider to be your primary job duties, responsibilities and assignments at this time. Then place a check mark in one of the boxes for each category to indicate the degrees of challenge and enjoyment that each activity gives you.

	Amount of Challenge					Level of Enjoyment				
	Low		High			Low		High		
	0	1	2	3	4	0	1	2	3	4
1.										
2.										
3.										
4.										
5.										

- B. Briefly describe the aspects of your work listed below and check the degree of satisfaction that each one affords you.

	Level of Satisfaction				
	Low		High		
	0	1	2	3	4
Working Conditions of Department:					
Relationships with Co-Workers:					
Supervision Received:					
Duties, Responsibilities, and Assignments:					
Coaching, teaching, guiding and mentoring employees:					
Job Security:					
Feeling of Accomplishment:					
Opportunity for Growth:					
Operating Style of Department:					
Feedback and Recognition:					
Other:					

C. Describe your contributions and achievements which demonstrate how you have improved your performance during the past appraisal period:

D. Describe the goals and changes that you want to make in your performance and in your career.

E. Describe the coaching, training, or development activities that would help you pursue the performance, and/or career developments desired:

F. How did you exceed your job duties and responsibilities during the past appraisal period? (Please refer to your Arizona Student Unions job description)

G. Check the statements that you would like to address:

___ How to keep up with new developments in my field

___ Ideas and possible changes to make my area more successful

___ Growth and development activities to assist me in increasing my skills, knowledge, and abilities, and activities to help me achieve my career goal

___ Other (specify)

_____ EMPLOYEE signature	_____ DATE	_____ SUPERVISOR signature	_____ DATE
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_____ (Initial) I have been given the opportunity to complete this worksheet and I choose not to do so.



2. STAFF PERFORMANCE APPRAISAL REPORT (SPAR)

(To be completed by the Supervisor)

Employee Name: _____ Employee ID#: _____

Title: _____ Dept: _____

Evaluator: _____ Title: _____

Supervisor: _____ Title: _____

Rating Period from: _____ to: _____

Type of Rating: ☐ 6 Month Probation (classified staff only) ☐ Annual ☐ Other (specify) _____

Instructions

If "Exceed", "Meet Some", or "Does Not Meet" is warranted, examples illustrating the rating must be noted in the appropriate supporting comment section. Supporting comments are strongly suggested for all criteria.

Non-supervisory employees

The overall evaluation rating for non-supervisory employees is determined by the score achieved from the total number of points earned from questions 1–9. Point values are 3 = Exceed, 2 = Meet, 1 = Meet Some But Not All, 0 = Does Not Meet. A maximum score of 26 is possible:

0-9 = Does Not Meet

10-15 = Meets Some But Not All

16-22 = Meets

23-26 = Exceeds

Supervisory employees

The overall evaluation for supervisory employees is determined by the score achieved from the total number of points earned from questions 1–10. A Maximum score of 29 is possible:

0-10 = Does Not Meet

11-18 = Meets Some But Not All

19-25 = Meets (Must achieve at least a "Meets" in Supervisor Responsibilities)

26-29 = Exceed (Must achieve at least a "Meets" in Supervisor Responsibilities)

1. Attendance: Reports to work on time, promptly communicates schedule changes to supervisor, and maintains regular attendance. Meets established time keeping and departmental attendance policies.

Supporting Comments:

RATING:

☐ 2 Meets

☐ 1 Meets Some

☐ 0 Does not meet

2. Customer Service: Responsible to the individual needs of customers—attends to, listens, promptly responds and anticipates problems or needs. Interactions with all customers (internal or external) are professional, courteous, and respectful at all times.

Supporting Comments:

RATING:

☐ 3 Exceeds

☐ 2 Meets

☐ 1 Meets Some

☐ 0 Does not meet

3. Job Knowledge: Demonstrates applicable and/or specialized knowledge necessary to perform the job. Makes an effort to learn new skills and maintain up-to-date job related information and stays abreast of changing job techniques and concepts. Develops and refines current methods and procedures. Is open to and accepting of suggested changes.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

4. Quality of Work: Results are reliable, accurate, and have a professional quality. Consistently follows instructions, delivers what is required and, and completes work on time. Successfully follows through in spite of unforeseen challenges or changes. Strives to demonstrate conscientious work from the perspective of colleagues, supervisors, students and the university community.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

5. Quantity of Work: Accomplishes assigned work in an organized manner. Completes job tasks, meets quotas and expectations. Produces necessary results despite unforeseen changes.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

6. Initiative and Resourcefulness: Requires minimal supervision to accomplish assignments, independently contributes ideas. Sees and acts upon opportunities and acts independently within established guidelines. Promptly addresses problems and devises solutions by assessing, researching and taking action as necessary.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

7. Communication: Effectively, responds clearly and directly; uses appropriate vocabulary; prepares clear, concise reports or records; receives written or oral instructions; gives or explains instructions and ideas to others.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

8. Teamwork & Leadership: Develops, builds and maintains positive work relationships. Adjusts to new, changing, and challenging circumstances. Actively resolves workplace conflicts. Demonstrates commitment to the department and willingness to share knowledge and help others. Accepts and fosters positive working relationships in a diverse environment. Coach, teach, guide and mentor other employees.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

9. Planning and Organization: Effectively plans, organizes and implements tasks and programs while making efficient use of time and facilities (subject to employee's control.) Consistently meets deadlines and completes daily tasks. Prioritizes duties and maintains organizational objectives. Co-ordinates with others, and successfully manages tasks and assignments.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

10. Supervisory Responsibilities: (Complete only for staff who supervise full-time, part-time, and/or student staff) Exhibits consistent leadership, and maintains open communication. Provides on-going timely, effective, specific, and objective feedback to address problems and concerns, and to recognize and reward performance that meets or exceeds expectations. Completes employee performance appraisals according to University and departmental expectations. Maintains poise and empathy in decision making situations and is sensitive to staff interactions. Develops and successfully meets established budget goals. Accurately completes administrative responsibilities which include but are not limited to hiring and time keeping. Appropriately delegates and remains responsible for outcomes.

Supporting Comments:

RATING:

☐ 3 Exceeds
☐ 2 Meets
☐ 1 Meets Some
☐ 0 Does not meet

Next Year's Goals:

1. Date for next review: _____(month/year)
2. Desired changes or improvements in the employee's performance in the next appraisal period:
3. Coaching, training or development activities to be pursued in the next appraisal period:



3. SPAR OVERALL PERFORMANCE APPRAISAL RATING

____ Exceeds job requirements *Requires Associate Director's Approval* _____

____ Meets job requirements

____ Meets some but not all job requirements *Requires Associate Director's Approval* _____

____ Does not meet job requirements *Requires Associate Director's Approval* _____

SIGNATURES

Evaluator: _____ Date: _____

Title: _____

Supervisor: _____ Date: _____

Title: _____

Comments by Employee

(Additional sheets may be attached)

Employee: _____ Date: _____

(Employee's signature does not necessarily mean agreement with the appraisal. It acknowledges that the employee has received this information and has had an opportunity to discuss the appraisal with the supervisor)

Supervisor: _____ Date: _____

Associate Director: _____ Date: _____

**Return the entire Evaluation Packet, one copy of evaluation,
and one copy of the Job Description to:**

Student Union Memorial Center
Payroll Office
Room 403N