

NON-FACULTY PERFORMANCE REVIEW

Review Period 2/1/2017 To 1/31/2018

Name: Marika Nasarzewska	Title: CEO	EMPL ID: 1234567890	Job Code: 22222
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Section I. ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

List the essential job functions/responsibilities of this employee. These are the major responsibilities of the job. It defines the job (along with the reason it exists). Typically this would include 5-8 key essential job functions and can be found in the job description or position description.

Essential Job Function 1

ESSENTIAL JOB FUNCTIONS test	RATING: 0
STANDARD test	
COMMENTS test	

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Section II. PROJECTS

List the special projects that have been assigned to this employee for the year (typically major projects would not exceed 3-4). Some employees may not have special projects assigned at all.

Project 1

SPECIAL PROJECTS	RATING: O
project 2	
STANDARD	
project 2	
COMMENTS	Due Date:
project 2	

Project 2

SPECIAL PROJECTS	RATING: SP
project 3	
STANDARD	
project 3	
COMMENTS	Due Date:
project 3	

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Section III. DEVELOPMENT PLANS

Employees are always encouraged to actively engage in self development affairs. Identify specific work assignments, training (courses/classes, skills, books, magazines, seminars or CEU's) designed to increase the individual's effectiveness in present job and/or prepare for future job assignments

** While this section will not have a rating, it should be a factor used to determine overall performance. **

Development Plan 1

TRAINING/SKILLS REQUIRED	Due/Compl Date:
training 1	
COMMENTS	
training 1	

Development Plan 2

TRAINING/SKILLS REQUIRED	Due/Compl Date:
training 2	
COMMENTS	
training 2	

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Section IV. ATTRIBUTES

- For each attribute in which an employee is rated "Outstanding" or "Improvement Needed" comments are required
For each attribute in which an employee is rated "Solid Performance" comments are not necessary, but are desirable

TEAMWORK	Rating: O
Supportive of team/departmental goals; willingly helps other by providing information, training, or work assistance; demonstrates flexibility in responding to changing work conditions, or unexpected issues that arise.	
SERVICE ORIENTATION	Rating: SP
COMMUNICATION	Rating: I
Listens effectively; responds clearly and directly; prepares clear concise reports, records or documentation; gives or explains instructions and ideas to other effectively	
ADAPTABILITY	Rating: SP
INNOVATION, CREATIVITY & INITIATIVE	Rating: O
Works independently , willing to learn new skills, processes; engages in creative problem solving, open and receptive to new ideas; integrates change and makes appropriate suggestions (based on work experience) to improve work area/flow or processes; proactively works to identify and address work problems or issues	
MOTIVATION	Rating: SP
JOB KNOWLEDGE	Rating: I
Applies technical and procedural know-how to "get the job done"; demonstrates understanding and mastery of the process, methods, systems and/or procedures; keeps informed of the latest developments in area of specialty	
JUDGEMENT	Rating: SP
QUANTITY & PRODUCTIVITY	Rating: O
Accommodates multiple demands for commitment of time, energy and resources; develops and/or follows work procedures; handles information flow; organizes work assignments for optimum results; manages time and priorities appropriately	
QUALITY	Rating: SP

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Section V. SUPERVISORS ONLY

Please complete this page of attributes (in addition to the previous page) for employees. Supervisor for purposes of this exercise is defined as those who have the responsibility of supervising others, whether in a formal capacity (e.g., by title) or informal. Supervisors will be rated on 15 attributes (total). \NComments are not required for a rating of "SP"

STAFF DEVELOPMENT

Rating: O

Promotes staff development by providing detailed instructions/training, and timely, honest feedback (e.g., completes timely performance appraisals on employees); accurately assesses the needs and strengths of others; recognizes employee successes; provides challenging assignments as opportunities for employees to learn and grow

DECISION MAKING

Rating: SP+

Knows when to refer matters to the next level; determines priorities and acts within the agreed upon time frame; develops alternatives with rationale and consequences for each course of action; uses the values and principles of the University to determine what is important, and to guide actions; effectively identifies solutions and solves problems

LEADERSHIP

Rating: SP

Effectively conveys vision of unit goals; motivates employees to embrace the vision and contribute to unit/department success; serves as positive role model for employees; visibly supports University goals and mission and demonstrates dedication to the success of the organization; effectively addresses conflicts; facilitates communication; fosters productive work environment

PROMOTES DIVERSITY

Rating: SP-

Creates work environment which respects diversity and welcomes new ideas; proactively works to achieve/maintain diverse workforce

COMPLIANCE, ACCOUNTABILITY & RISK MANAGEMENT

Rating: I

Has completed a formal risk assessment of department, identifying all known high risk areas, and made recommendations for improvement/change along with an implementation plan; maintains ethical management practices for self and staff; ensures compliance of University & state/federal practices, policies and laws; protects proprietary information; ensures proper use of organization assets and the accuracy of records and reports.

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OVERALL RATING

PERFORMANCE SUMMARY/MANAGER'S COMMENTS

test overal

Rating: 0

EMPLOYEE COMMENT

test comment

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SIGNATURES:

Employee Signature *

Employee Printed Name

Date

* Your signature does not necessarily signify agreement with the appraisal; but simply that the appraisal has been discussed with you.

If the employee chooses not to sign the appraisal, have another member of the management team witness the delivery of the appraisal.

Supervisor Signature

Supervisor Printed Name

Date

Additional Supervisor Signature

Supervisor Printed Name

Date

Additional (* if required)

Printed Name

Date

Send a copy of the completed form with all required signatures to:

UTSA - Office of Human Resources: Attention HR Records

or scan and email to: HR-Records@utsa.edu

Discuss with your employee their performance plan for the upcoming year 2/1/17 - 1/31/18. Record the information in a document (of your choosing) until the new software is available in early summer.