

NON-FACULTY PERFORMANCE REVIEW

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

Name: Kyle Widmann	Title: Test	EMPL ID: 1234567890	Job Code: 12345
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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 (TM)	RATING: I
STANDARD (TM)	
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Essential Job Function 2

ESSENTIAL JOB FUNCTIONS	RATING: SP
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STANDARD Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	
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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
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STANDARD	
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COMMENTS	Due Date: 01/04/2017
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Project 2

SPECIAL PROJECTS	RATING: SP
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STANDARD	
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COMMENTS	Due Date:
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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:	
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COMMENTS	Start Date:	End Date:
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Development Plan 2

TRAINING/SKILLS REQUIRED	Due/Compl Date:	
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COMMENTS	Start Date:	End Date:
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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: I
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
Consistently demonstrates concern/courtesy to coworkers and customers; follows through on commitments to customers; works to improve level of service	
COMMUNICATION	Rating: O
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
Ability to adjust to a variety of situations/issues; exhibits flexibility to changing work demands	
INNOVATION, CREATIVITY & INITIATIVE	Rating: I
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
Enthusiastically assumes new tasks, responsibilities; takes personal responsibility for departmental success; works steadily and actively; demonstrates positive attitude toward self and others	
JOB KNOWLEDGE	Rating: O
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: O
Analyzes situations; uses problem solving skills; makes appropriate decisions consistent with the situation; obtains and evaluates pertinent information to determine source of and alternative solutions to problem	
QUANTITY & PRODUCTIVITY	Rating: SP+
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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Demonstrates competence, accuracy, thoroughness, and reliability

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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"

This employee is not a supervisor

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OVERALL RATING

PERFORMANCE SUMMARY/MANAGER'S COMMENTS

Rating: O

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EMPLOYEE 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

Once all signatures have been obtained, return the original or a copy of the completed Performance Appraisal to:

UTSA - The Department of Human Resources: Attention Records Department