

Professional, Technical, Federal and Externally Funded Employee (PTE) Work Performance Evaluation Form

Directions: Evaluate PTE employees at the required intervals using this form. Use the most current job description and Major Duties and Responsibilities to provide an accurate assessment of performance.

GENERAL INFORMATION			
Date of Evaluation			
First & Last Name	Employee Name	Project Name	
Job Title		Evaluation Type	12 mo. / 18 mo. / 24 mo.
Period From / To			

CURRENT JOB DUTIES / RESPONSIBILITIES
<p>Directions: Performing these Job Duties / Responsibilities is what the employee will be evaluated on for the most recent interval. Review it for completeness and accuracy and make necessary changes, with employees involvement, for the next evaluation. Importance: P = Primary, E = Essential (Secondary).</p>

Importance	Duty / Responsibility No.	% time spent in a typical month	Duty / Responsibility Description
	1.	0%	
	2.	0%	
	3.	0%	
	4.	0%	
	5.	0%	
	6.	0%	
	7.	0%	
	8.	0%	Performs other duties as assigned. (Required duty/responsibility, but can't be more than 10%)
	Total (100%)	0%	

CURRENT JOB DESCRIPTION VERIFIED
<p>Supervisor: Is the employee's Job Description's Major Duties and Responsibilities, on which this evaluation is based, an accurate reflection of the work that needs to be done by this position? IF, NO, update job description at the earliest possible time in consultation with the employee.</p>
<p>YES <input style="width: 100px; height: 20px;" type="text"/></p>
<p>NO <input style="width: 100px; height: 20px;" type="text"/></p>

FUTURE PLAN OF WORK AND EVIDENCE OF ACCOMPLISHMENT AT THE END OF NEXT REVIEW PERIOD
<p>Directions: This section serves as a Plan of Work for the upcoming evaluation period and at the end, final accomplishments are listed against plans. If Plans of Work are not part of this job position, do not fill out. Else, simply list planned activities/assignments/tasks/projects with as much detail as possible. For example, if a major role is to provide training to employees, please list the specific training name, training objective(s) and deliverable(s), targeted audience, etc.</p>

Planned Activities	A. Expected Evidence of Accomplishment	B. Actual Accomplishment
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8.		
9.		
10.		

First & Last Name:

RATING DEFINITIONS

Directions: With the above Job Duties / Responsibilities in mind, how well did this employee perform at work. Use the rating definitions to evaluate the Performance of the employee, since the last evaluation, on page 2.

Quarter points are acceptable. Attach evidence of outcomes not detailed elsewhere and align it to the Activity numbers.

Merit	3.00	Sustained exceptional performance. Achievements are clearly the best among peers or have significance to project outcomes.
Satisfactory	2.00	Performance satisfies the requirements of the job. Performance meets standards set for the position on a consistent basis.
Needs Improvement	1.00	Improvement needed in job performance (e.g., job competence, knowledge, skills, abilities, conduct, etc.)
Unsatisfactory	0.00	Performance completely fails standards established for the job.

PERFORMANCE COMPETENCIES

Directions: Using the Rating's above, score the employee on each of the Performance Competencies. Provide Comments in the box below the table, especially on deficiencies.

	Rating 0-3
1. Attendance/Work Habits: Appropriate use of paid/unpaid leave, reliable to meet project's workload, maintains required hours, effective use of time.	
2. Cooperation: Ability and willingness to work with associates, superiors and others. Develops cooperation while working toward solutions and goals.	
3. Communication: Communicates timely and effectively to superiors/coworkers.	
4. Dependability/Commitment to Work: Conscientious, responsible, reliable with respect to work completion.	
5. Initiative: Works independently toward project's or job's goals. Improves working skills and abilities.	
6. Learning Ability/Knowledge of Job: Readily grasps new job requirements. Has a clear understanding of facts or factors pertinent to the job.	
7. Productivity: Completes all assignments on time within acceptable standards. Submits assignments timely. Operates with a clear sense of priorities.	
8. Quality of Work: Thoroughness, accuracy and neatness of work. Takes appropriate action to reduce errors.	
9. Overall Support & Contributions to Success of Project: Measurable contributions that produced significant impact to the success of the program or project during the rating period.	
10. Safety Awareness: Contributes to and encourages a safe work environment. Follows safety rules, follows good practices, takes proper care of equipment.	
Total Score for Performance Competencies	0.00
Average Score for Performance Competencies	#DIV/0!

First & Last Name:

PERFORMANCE NARRATIVE

1) Demonstrated strengths and accomplishments.

2) Areas requiring improvement.

3) Actions needed by employee to demonstrate improvement in work performance and/or job competence.

EMPLOYEE COMMENTS

Employees: provide comments below. If more space is needed, provide additional sheets. Those sheets need to be reviewed and signed by supervisor.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I am only acknowledging that my supervisor reviewed this performance evaluation with me.

Print name
Signature

Date

CONCLUSION OF EMPLOYEE EVALUATION PROCESS

ADMINISTRATIVE REVIEW AND COMMENT

First & Last Name:

Average score from Page 2:

Overall Rating	Scoring/Rating Ranges
Merit	2.40 - 3.00
Satisfactory	1.60 - 2.30
Needs Improvement	1.00 - 1.50
Unsatisfactory	0.00 - 0.90

Performance Recommendation Relative to the Employee Earning an Increment

Supervisor - person performing this employee review and providing the above recommendation

Print name Date
 Signature

Principal Investigator - Job Description Certification

YES NO

Print name Date
 Signature

University of Guam Human Resources Office

Print name Date
 Signature