**Performance Evaluations**

We agree that annual performance evaluations should be used to foster communication between a supervisor and an employee, for mentoring, growth and learning. To this end, UMMS and the Union agree to jointly explore and implement mutually agreeable ways to improve the performance evaluation process. The following form shall be used unless a modification is agreed to by the parties:

University of Massachusetts Medical School

**PERFORMANCE REVIEW FOR SHARE EMPLOYEES**

Annual performance evaluations should be used to foster communications

 between a supervisor and an employee, for mentoring, growth and learning

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Employee ID # Review Date FROM: TO:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Job Grade Department/Division

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach additional paper if necessary for any section.

**PERFORMANCE STANDARDS:** Review the employee's current job description and evaluate the employee's performance during the review period based on the criteria below. Please specify "Comments".

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**DEFINITION KEY:**

Outstanding: Performs with unusual distinction, far exceeds expectations, may show special talent or ability.

Exceeds: Gives extra effort and produces results beyond expectations and requirements. If new to the job, learning process exceeds expectations.

Successfully Met: Consistently meets expectations and requirements. If new to the job, learning progress equals expectations.

Needs Improvement: Makes contributions which have value, but has problems consistently fulfilling responsibilities. If new to the job, has shown little or no progress in learning.

**Overall**

**Performance: Outstanding Exceeds Successfully Met Needs Improvement**

1. **Major Job Responsibilities:**
2. **Supervisor’s Comments:**

**How well does the employee meet these responsibilities?**

**How has the employee done in meeting goals set previously?**

**Comment on the following general areas where applicable to the employee:**

# 1. Quality/Quantity of Work (Work is accurate, thorough, presentable, on time)

## **2. Organizing Work (Employees knows what has to be done and does it. Planning, organizing and problem solving skills. Efficiency and ability to follow through)**

 **3. Job Knowledge/Skills (understanding of work methods, policies, procedures and equipment. Use of work knowledge to complete assigned tasks. Ability to adapt to new or difficult procedures and/or changes. Compliance with safety and quality assurance procedures. Cost efficiency/adherence to budget)**

 **4. Interpersonal/Team Skills (Maintains good working relationships with other employees and supervisors. Works effectively as a member or leader of a team. Helpful and courteous internally and externally. Communicates effectively. Has satisfactory attendance)**

1. **What should the employee learn/take on/achieve/or do differently in the next year?**
2. **If the supervisor checked off “needs improvement” as overall performance, what should employee do to improve his/her performance?**

**E. Employee’s Comments:**

**Employee's Department Head's**

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor's Received by Human Resources**

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Signature)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_

 Distribution: Original to Human Resources: Copies to Department, Division, Employee