

# University of Massachusetts Amherst

## *CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION*

Performance evaluation is the review and rating of all factors relevant to an employee's effectiveness on the job. It involves observation, guidance, training and open communication between the employee and supervisor. For it to be of significant benefit to both the individual employee and the employer, it should be a continuous process.

Performance evaluation should be seen primarily as a developmental tool. Its purpose is to assess an employee's job related strengths and weaknesses and develop his/her competence to the fullest. In a correctly executed evaluation, the supervisor and the employee work together to find the means by which the employee's ability can be strengthened and directed.

Performance evaluation of a classified employee is made annually by the supervisor within sixty (60) days prior to the anniversary date of initial hire with the exception of a probationary employee who shall be evaluated at the completion of the first three (3) months of probationary service and within one month prior to the completion of the probationary period.

**The term supervisor is used to mean an individual outside of the bargaining unit.**

### STEPS IN THE EVALUATION PROCESS:

1. The immediate supervisor completes the evaluation process:
  - a. for probationary employees on the last working day of the third and fifth months of service. The immediate supervisor *begins* the evaluation process.
  - b. for nonprobationary employees within sixty days prior to the anniversary date of appointment to University service. The evaluation is completed by the anniversary date.
2. The supervisor first reviews the employee's job description. (internal position description (Form 30) should be used if available.)
3. The supervisor then rates each area of job performance listed on the Classified Evaluation form as Superior, Above Standard, Good, Fair, Unsatisfactory, or Not Applicable, and comments on any rating that may require an explanation.
  - a. For ratings of Fair or Unsatisfactory, the supervisor must cite examples and suggest activities necessary for improved performance.
  - b. For ratings of Superior, the supervisor must list examples which justify the rating.
4. The supervisor comments on the employee's overall performance in the space provided on the last page of the form, makes the appropriate recommendation, and signs and dates the form.
5. The supervisor presents the form to the employee engages in any preliminary discussion considered necessary by either the supervisor or employee, and schedules a conference to be held within the **next ten working days**.
6. During the conference, the evaluation should be thoroughly discussed with the employee.
7. The employee adds comments and/or attachments (if any), signs and dates the form, and returns it to his/her supervisor within **the next ten working days**.
8. The supervisor forwards the form to the intermediate supervisor who must comment in the space provided, sign and date the form, and return it to the employee.
9. (Optional) The employee may, within the **next ten working days**, add comments and/or request a meeting with the intermediate supervisor.

10. The employee signs and dates the completed form and returns it to the immediate supervisor within the **next ten working days following** Step 8, above, or within the next five working days following completion of Step 9, above.
11. The immediate supervisor provides copies of the completed form for the employee and for any departmental personnel files, and forwards the original copy of the form to the University Personnel Office to be included in the official file.



	SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
WORK HABITS:						
A. Is regular in attendance at work						
B. Observes established working hours						
C. Completes work on time						
D. Demonstrates the ability to work without immediate supervision						
E. Complies with departmental and University policies						
F. Complies with instructions, rules and regulations, including health and safety precautions						
SUPERVISOR'S COMMENTS:						
EMPLOYEE'S COMMENTS:						
WORK ATTITUDES:						
A. Endeavors to improve work techniques						
B. Accepts new ideas and procedures						
C. Accepts constructive criticism and suggestions						
D. Accepts responsibility						
E. Exercises judgment						
F. Adapts to emergency situations						
SUPERVISOR'S COMMENTS:						
EMPLOYEE'S COMMENTS:						

	SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
RELATIONSHIPS WITH OTHERS:						
A. Works well with co-workers						
B. Works well with the public						
C. Cooperates with supervisors and other staff members						
D. Observes established channels of communication						
SUPERVISOR'S COMMENTS:						
EMPLOYEE'S COMMENTS:						
SUPERVISORY ABILITY (where applicable):						
A. Demonstrates leadership ability						
B. Makes timely decisions						
C. Is fair and impartial in relationship with subordinates						
D. Trains and instructs subordinates						
E. Maintains acceptable performance standards among employees						
SUPERVISOR'S COMMENTS:						
EMPLOYEE'S COMMENTS:						

COMMENTS OF DEPARTMENTAL SUPERVISOR WHO PERFORMED THIS EVALUATION:

Recommendation:

- Retention (probationary)
- Dismissal (probationary)
- No Action Required
- Other \_\_\_\_\_

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

COMMENTS OF EMPLOYEE:

\_\_\_\_\_  
Date of Discussion  
with Supervisor

\_\_\_\_\_  
Signature of Employee Being Evaluated  
(Does Not Imply Agreement or Disagreement with Evaluation)

COMMENTS OF INTERMEDIATE SUPERVISOR AND/OR INSTITUTIONAL PERSONNEL OFFICER WHO REVIEWED THIS EVALUATION:

For purposes of granting Inservice Recognition/Merit Awards, the following shall be completed:

\_\_\_\_\_  
Exceeds Expectations

\_\_\_\_\_  
Meets Expectations

\_\_\_\_\_  
Fails to Meet Expectations

Recommendation:

- Retention (probationary)
- Dismissal (probationary)
- No Action Required
- Other \_\_\_\_\_
- Point Average for Merit Purposes

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

COMMENTS OF EMPLOYEE:

I have read the comments of my supervisor and intermediate supervisor.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date