



THE UNIVERSITY OF UTAH

*College of Fine Arts*

# PERFORMANCE REVIEW

## FOR ADMINISTRATIVE & TECHNICAL STAFF

FOR RESPONSIBILITIES COMPLETED BETWEEN  
JAN 1, 2016 - DEC 31, 2016

The College of Fine Arts is committed to creating an environment in which staff can flourish and grow. We want to have an environment that encourages and supports everyone to do their best work. Performance reviews provide an opportunity, at least once each year, for staff members to have a personal conversation with their supervisor about their contribution in the workplace and to get feedback and coaching about their job performance. The performance review discussion will also be a time when each staff member can reflect, with their supervisor, on professional development opportunities which can help them be more effective in their current position or facilitate future personal growth. It is the intention of the College that every staff member has a professional development plan which addresses both performance improvement areas that may have been identified, as well as future personal growth.

Each performance review should be conducted by the employee's immediate supervisor. The supervisor then reports the findings of the review to their own supervisor as part of their own evaluation. At the end of the process, the Chair/Director will have received a copy of all the staff performance reviews within their Department/School.

### **STAFF PERFORMANCE REVIEW PROCESS – TO BE COMPLETED BY EMPLOYEE AND THEIR IMMEDIATE SUPERVISOR.**

1. The supervisor will ensure that the employee understands the purpose and the process of the review with the employee. The employee should be instructed on where to find the Performance Review Form (located on the Staff tab of the College Website) and provided with a current job description prior to February 1st.
2. The employee will fill out the Performance Review Form, either electronically or hard copy. Once the form is completed, the employee returns it to the supervisor. A meeting should be set within a week, allowing for enough time for the supervisor to review the employee's responses.
3. The supervisor reviews the form and inputs comments from their perspective.
4. When the employee and supervisor meet, the conversation can cover issues such as (1) differences in answers to the Performance Review questions, (2) differences in expectations about the quality of work, and (3) a plan for any professional development activities for the employee in the upcoming year. \*\*Note that any plans for reclassifications of the employee need to be communicated to the supervisor, head of the unit, and the Dean.
5. Once the Performance Review is complete, the employee and the supervisor need to sign the printed form. The signature of the employee does not indicate that they agree with everything on the Review Form, only that they have been advised of the contents of the Review.
6. After both the employee and the supervisor have signed the completed form, the employee will upload an electronic scan of the document into the University of Utah Performance Management system (UUPM). \*\*See accompanying "Guide to Saving Your CFA Staff Performance Review on the University of Utah Performance Management Tool (UUPM)" for instructions.

**THE STAFF REVIEW PERIOD OPENS ON FEBRUARY 1<sup>ST</sup> AND CLOSSES ON APRIL 30<sup>TH</sup>**



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# PERFORMANCE REVIEW FORM FOR ADMINISTRATIVE & TECHNICAL STAFF

FOR RESPONSIBILITIES COMPLETED BETWEEN  
JAN 1, 2016 - DEC 31, 2016

Staff Review Period Opens on Feb. 1<sup>st</sup> and Closes on April 30<sup>th</sup>

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

REVIEW TYPE:     PROBATIONARY REVIEW     FOLLOW-UP REVIEW     ANNUAL REVIEW

## **Staff Member Comment Section:**

1. Please list your primary responsibilities and detail how each responsibility has been fulfilled over this past year:

1. Fulfillment of Responsibilities – Continued (if not enough room, please include a separate page and write “see attached”):

[Empty box for text entry]

2. Please describe your top accomplishments for this past year:

[Empty box for text entry]

3. Given your primary responsibilities, what were the top challenges you have experienced in your position this past year?

4. Please list your goals/professional development aims for the coming year. What resources will you need for this growth?

5. If this position supervises others, please indicate whether or not you have conducted reviews of your direct reports. In the space below, please add any comments or issues (both positive and negative) that need to be addressed from those reviews.

I have completed reviews of my direct reports:  Yes  No

Comments or issues from reviews with your own direct reports, to be shared with your supervisor so your supervisor is aware of them:

### Supervisor Ratings:

Using the sliding scale of 1-5, please rate the staff member's performance in the following areas:

- I. Demonstrates knowledge of job and ability to carry out responsibilities in a high-quality and professional manner

Does Not Meet Expectations		Meets Expectations		Exceeds Expectations					
<input type="checkbox"/>	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>	5.

- II. Ability to plan, execute and meet deadlines, both large and small

Does Not Meet Expectations		Meets Expectations		Exceeds Expectations					
<input type="checkbox"/>	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>	5.

III. Ability to work with others – providing service and responding to the needs of faculty and/or students, co-workers, visitors and/or volunteers

Does Not Meet Expectations		Meets Expectations		Exceeds Expectations					
<input type="checkbox"/>	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>	5.

IV. Professionalism – including attendance, availability, punctuality, attitude, communication, etc.

Does Not Meet Expectations		Meets Expectations		Exceeds Expectations					
<input type="checkbox"/>	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>	5.

V. Ability to be a “self-starter” – to anticipate tasks and foresee what might need to be accomplished

Does Not Meet Expectations		Meets Expectations		Exceeds Expectations					
<input type="checkbox"/>	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>	5.

VI. Please rate the staff member’s general, overall performance

Does Not Meet Expectations		Meets Expectations		Exceeds Expectations					
<input type="checkbox"/>	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>	5.

**Supervisor Comments:**

Please include comments about the staff member's performance—including commendations or concerns (if any).

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_