

# UCOP-TOPS Performance Evaluation Form

TOPS Employee Name:	Assignment Title:	Unit:
Department:	Period Employee Served in Temp. Assgmt.:	
Reviewing Supervisor:	Period Supervised by Reviewer:	

## PART ONE: REVIEW OF PERFORMANCE ELEMENTS

- EXCEEDS JOB EXPECTATIONS -- Consistently exemplary performance, including in demanding situations or circumstances.
- MEETS JOB EXPECTATIONS -- Competent performance in most situations and circumstances.
- PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
- DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

COMMUNICATION -- Clearly expresses ideas. Readily shares appropriate work-related information.

**WRITTEN** -- Uses clear and appropriate language in writing.

**ORAL** -- Verbally conveys information in a clear and accurate manner in a variety of situations. Where applicable, produces and delivers formal presentations.

JOB KNOWLEDGE -- Demonstrates expertise in the functional aspects of the job.

PRODUCTIVITY -- Reflects the accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency.

**ACCURACY** -- Consistently produces accurate work.

**VOLUME** -- Consistently produces the designed volume of work based on department/unit priorities.

**TIMELINESS** -- Consistently produces work in a timely fashion

**SELF-MANAGEMENT** -- Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency.

CUSTOMER FOCUS -- Establishes and maintains good working relationships with both external and internal customers by understanding and responding promptly and courteously to customer needs and expectations.

TECHNOLOGY SKILLS -- Proficient use of work-related equipment, tools, and technology.

PROBLEM SOLVING -- Reviews facts and data, using sound judgement, to arrive at the most effective solution.

INTERPERSONAL RELATIONS -- Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity, and respect.

TEAMWORK -- Works collaboratively with fellow employees and others to achieve identified goals and objectives.

FLEXIBILITY -- Adjusts performance to accommodate changes in departmental direction and processes.

DEPENDABILITY -- Consistently adheres to set work schedule.

**PART TWO: OVERALL PERFORMANCE RATING**

EXCEEDS  
ASSGMT.  
EXPECTATION

MEETS  
ASSGNMT.  
EXPECTATIO  
NS

PARTIALLY  
MEETS  
ASSGNMT.  
EXPECTATIO  
NS

DOES  
NOT  
MEET  
ASSGNM  
T.  
EXPECT  
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**PART THREE: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE**

Supervisor describes TOPS employee's major assignments and accomplishments, key strengths, performance shortfalls, and other performance elements that characterize the employee's performance during the review period. This description should help determine the overall performance rating.

**(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED)**

**REQUIRED SIGNATURE**

REVIEWING  
SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_