*Indicates required field

# UNIVERSITY OF CALIFORNIA

**Regents of the University of California Office of the President**

2018/2019 Performance Appraisal - OGC Non-Supervisory Employees

| | | | |
|---|---|---|---|
| **Name:** | | **Manager Name:** | |
| **Job Title:** | | **Division:** | |
| **Hire Date:** | | **Department:** | |
| **Last Review Date:** | | | |

**Appraisal Period: April 1, 2018 through March 31, 2019**

**Evaluated By: (if other than your manager)**

**Performance Appraisal Steps**

1. Employee opens and completes self-appraisal in Halogen **(Due March 29)**
2. Manager completes employee appraisal in Halogen **(Due April 26)**
3. Manager reviews with second level manger; divisional review **(TBD by Dept/Div)**
4. Manager delivers appraisal to employee via Halogen / Employee-Manager discuss appraisal **(Due June 20)**
5. Employee reviews appraisal an adds final comments in Halogen **(Due June 27)**
6. Final manager sign-off in Halogen/ process complete **(Due July 1)**

**Rating Definitions**

**Outstanding** - Exceptional outcomes generated responding to unforeseen or changing circumstances; Consistently highest level of performance impact.

**Exceeds Expectations** - Very high level of contribution; Consistently performed above and beyond all defined expectations.

**Successfully Meets Expectations** - Strong, solid achievement of performance expectations, and at times possibly exceeding expectations. High level of contribution.

**Development Needed/New and Learning** - Performance expectations partially met; moderate level of contribution; Some critical goals completed; achievement below expectations. Improvement needed in the position.
New in position, developing appropriately; performance was good given time in the position.

**Does Not Meet Expectations** - Performed significantly below defined expectations; did not achieve organizational results. Immediate improvement action required.

**Instructions for Assessing Goals**

For each of the goals listed, provide a brief detailed description of how you have progressed towards each SMART goal. Select a rating that best reflects your assessment of your performance utilizing the ratings definitions.

1. Goals from your personal pages in Halogen that were created or edited after June 1st, 2018 will automatically populate to the appraisal form.

2. If a goal is no longer applicable, and you do not wish to rate it. Select "Delete Goal/Goal not from current year" on the ratings scale.

3. If you are missing a goal on your appraisal form, or have any further questions please refer to the job aids under Learning Resources on the Performance Appraisal Process homepage.

**Current Goals**

| Goals | Comments: |
|---|---|

**Employee:** N/A                    N/A

**Title:**

**Due:**                    **Completed:**

**Status:** Select

Rating:  ◯ Outstanding
◯ Exceeds Expectations
◯ Successfully Meets Expectations
◯ Development Needed/New and Learning
◯ Does Not Meet Expectations
◯ Deleted Goal/Goal not from current year

Attach Feedback

Add Past Goal

**Overall Rating for Goals**

**Overall Rating for Goals**

| | Manager | Self |
|---|---|---|

**Select an overall Goal rating based on the individual ratings that you have selected for each SMART goal. Provide additional comments to support your selected rating.**
*(8 lines maximum)*

| | Manager | | Self |
|---|---|---|---|
| ○ | Outstanding | | ○ |
| ○ | Exceeds Expectations | | ○ |
| ○ | Successfully Meets Expectations | | ○ |
| ○ | Development Needed/New and Learning | | ○ |
| ○ | Does Not Meet Expectations | | ○ |

**Employee:** N/A

**Comments:**
**(8 lines maximum)**

ABC

⊕ Attach Feedback

**Instructions for Rating Competencies**

For each of the competencies listed, provide a brief detailed description of how you used that particular competency to achieve your goals and/or perform your daily job responsibilities. Select a rating that best reflects your assessment of your performance on your competencies utilizing the ratings definitions.
*20 characters minimum, lines maximum*

## Collaboration and Communication

Builds partnerships and works collaboratively with others to meet shared objectives.

*click on Competency title for more details*

| | Manager | Self |
|---|---|---|
| Outstanding | ○ | ○ |
| Exceeds Expectations | ○ | ○ |
| Successfully Meets Expectations | ○ | ○ |
| Development Needed/New and Learning | ○ | ○ |
| Does Not Meet Expectations | ○ | ○ |

**Employee:** N/A

**Comments:**
**(20 characters minimum, 8 lines maximum)**

ABC ≣⊕

⊕ Attach Feedback

---

## Customer/Client Service Focus

Dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

*click on Competency title for more details*

| | Manager | Self |
|---|---|---|
| Outstanding | ○ | ○ |
| Exceeds Expectations | ○ | ○ |
| Successfully Meets Expectations | ○ | ○ |
| Development Needed/New and Learning | ○ | ○ |
| Does Not Meet Expectations | ○ | ○ |

**Employee:** N/A

**Comments:**
**(20 characters minimum, 8 lines maximum)**

ABC ≣⊕

⊕ Attach Feedback

---

## Innovation, Creativity, and Change

Creates new and improved ways for the organization to be successful. Develops new and unique ideas; makes connections

| | Manager | Self |
|---|---|---|
| Outstanding | ○ | ○ |

among previously unrelated ideas or concepts; tends to be seen as original and value-added in brainstorming settings. Supports change initiatives by defining measurable outcomes, energizing others at all levels, and ensuring continuing commitment when faced with new initiatives; confronts and works through concerns of various stakeholders.

|  | | |
|---|---|---|
| ○ | Exceeds Expectations | ○ |
| ○ | Successfully Meets Expectations | ○ |
| ○ | Development Needed/New and Learning | ○ |
| ○ | Does Not Meet Expectations | ○ |

*click on Competency title for more details*

**Employee:** N/A

**Comments: (20 characters minimum, 8 lines maximum)**

ABC ⊟⊕

🗨 Attach Feedback

---

## Job Mastery

| Manager | | Self |
|---|---|---|

Demonstrates technical competence and job knowledge when completing job duties; possesses the skills and knowledge to successfully perform all parts of the job effectively and in a timely and efficient manner.

*click on Competency title for more details*

| Manager | | Self |
|---|---|---|
| ○ | Oustanding | ○ |
| ○ | Exceeds Expectations | ○ |
| ○ | Successfully Meets Expectations | ○ |
| ○ | Development Needed/New and Learning | ○ |
| ○ | Does Not Meet Expectations | ○ |

**Employee:** N/A

**Comments: (20 characters minimum, 8 lines maximum)**

ABC ⊟⊕

🗨 Attach Feedback

---

## Principles of Community

| Manager | | Self |
|---|---|---|

Models and promotes equitable, fair, and inclusive behaviors. Fosters a positive working and learning environment by maintaining a climate of collaboration, fairness, cooperation, ethical behavior, and professionalism. Practices and integrates these basic principles in all interactions. Demonstrates an active and engaged commitment to OGC Values:

| Manager | | Self |
|---|---|---|
| ○ | Outstanding | ○ |
| ○ | Exceeds Expectations | ○ |
| ○ | Successfully Meets Expectations | ○ |

• As service providers, we are dedicated to delivering exceptionally high quality, timely and responsive solutions to our clients.
• As team members, we are collaborative, supportive, respectful of differences and committed to fairness and diversity in all our interactions, both inside and outside the team.
• As individuals, we are engaged in our mission, accountable for results and subscribe to the highest standard of integrity and ethics in everything we do.

*click on Competency title for more details*

|  | | |
|---|---|---|
| ○ | Development Needed/New and Learning | ○ |
| ○ | Does Not Meet Expectations | ○ |

**Employee:** N/A

**Comments:
(20 characters minimum, 8 lines maximum)**

ABC ⬚

➕ Attach Feedback

---

## Problem Solving/Decision Making

Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

*click on Competency title for more details*

| **Manager** | | **Self** |
|---|---|---|
| ○ | Outstanding | ○ |
| ○ | Exceeds Expectations | ○ |
| ○ | Successfully Meets Expectations | ○ |
| ○ | Development Needed/New and Learning | ○ |
| ○ | Does Not Meet Expectations | ○ |

**Employee:** N/A

**Comments:
(20 characters minimum, 8 lines maximum)**

ABC ⬚

➕ Attach Feedback

---

## Self-Management

Sets and manages priorities. Demonstrates execution of goals and objectives that support the overall success of the strategic objectives of the department. Completes work on schedule;

| **Manager** | | **Self** |
|---|---|---|
| ○ | Outstanding | ○ |
| ○ | Exceeds Expectations | ○ |

produces work that has few if any errors; utilizes resources available to maximize efficiency.

*click on Competency title for more details*

| | Manager | Self |
|---|---|---|
| ○ | Successfully Meets Expectations | ○ |
| ○ | Development Needed/New and Learning | ○ |
| ○ | Does Not Meet Expectations | ○ |

**Employee:** N/A

**Comments: (20 characters minimum, 8 lines maximum)**

ABC ✓   📄➕

💬➕ Attach Feedback

---

## Stewardship - Financial/Resource Management

Interprets and applies understanding of key financial indicators and priorities to make better business decisions. Demonstrates accountability, discretion, and sound judgment utilizing University resources.

*click on Competency title for more details*

| | Manager | Self |
|---|---|---|
| ○ | Outstanding | ○ |
| ○ | Exceeds Expectations | ○ |
| ○ | Successfully Meets Expectations | ○ |
| ○ | Development Needed/New and Learning | ○ |
| ○ | Does Not Meet Expectations | ○ |

**Employee:** N/A

**Comments: (20 characters minimum, 8 lines maximum)**

ABC ✓   📄➕

💬➕ Attach Feedback

---

**Overall Rating for Competencies**

### Overall Rating for Competencies

| | Manager | Self |
|---|---|---|
| **Select an overall Competency rating based on each of the individual competency ratings that you have selected. Provide additional comments to support your selected rating. (8 lines maximum)** | ○ Outstanding | ○ |
| | ○ Exceeds Expectations | ○ |
| | Successfully Meets Expectations | |

○                                                                 ⦿

○  Development Needed/New and Learning          ⦿

○  Does Not Meet Expectations                            ⦿

**Employee:** N/A

**Comments:**
**(8 lines**
**maximum)**

ABC

Attach Feedback

### Compliance Training Verification

**Please fill in the Expiration date of the UC Required Training (if applicable)**

To review the status of required training courses, please log into the UC Learning Center

**Employees:**
To review the status of your required training courses, please log into the UC Learning Center
From the home page, select **Required Training**

**Managers:**
To review the status of your employee's required training courses, please log into the UC Learning Center
(1) From the menu bar at the top of the screen, select **My Team**
(2) Select **Manager Dashboard**
(3) On the **Exception Report** click the blue complete/incomplete box for each employee.
(4) Select **show all assignments** in the left corner

<div align="center">

**Enter Expiration Date**

</div>

| | |
|---|---|
| **Employee:** | N/A |
| **Sexual Harassment** | |
| **Employee:** | N/A |
| **Cyber Security** | |
| **Employee:** | N/A |
| **Other** (type in name of course) | |
| **Employee:** | N/A |
| **Other** (type in name of course) | |

### Proposed Personal Development Opportunities for 2018-2019

You will not be evaluated on this section.

In the space below, outline any personal developmental objectives you would like to take on for the next year to help improve your performance.

If/When approved by your manager, this goal should be manually added to your goal pages

**Employee:** N/A

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
└─────────────────────────────────────────────────────────┘
```
ABC✓   📋⊕

**Overall Performance Appraisal Rating**

Overall Performance Rating

|  | **Manager** |  | **Self** |
|---|---|---|---|
| **Select an overall appraisal rating (which is a combination of the overall goal rating and overall competency rating). Provide additional comments to support your selected rating. (8 lines maximum)** | ○ | Outstanding | ○ |
|  | ○ | Exceeds Expectations | ○ |
|  | ○ | Successfully Meets Expectations | ○ |
| **Select Complete and Submit to complete form.** | ○ | Development Needed/New and Learning | ○ |
|  | ○ | Does Not Meet Job Expectations | ○ |

**Employee:** N/A

**Comments: (8 lines maximum)**
```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
└─────────────────────────────────────────────────────────┘
```
ABC✓   📋⊕

⊕ Attach Feedback

**The section below is for any final comments AFTER appraisal has been reviewed and approved by second level manager/division, and manager has met with direct report to discuss appraisal.**

**Manager's Final Comments**

ABC

**Employee Final Comments on Overall Appraisal**

ABC

**Your electronic signature indicates neither agreement nor disagreement with this evaluation. It indicates you have read the evaluation and that it has been discussed with you.**