*Indicates required field

UNIVERSITY OF CALIFORNIA

Regents of the University of California Office of the President

2019/2020 Performance Appraisal - Managers and Supervisors **Draft**

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

Appraisal Period: April 1, 2019 through March 31, 2020

Evaluated By: (if other than your manager)

Performance Appraisal Steps

1. Employee opens and completes self-appraisal in Halogen
2. Manager completes employee appraisal in Halogen
3. Manager reviews with second level manger; divisional review
4. Manager delivers appraisal to employee via Halogen / Employee-Manager discuss appraisal
5. Employee reviews appraisal an adds final comments in Halogen
6. Final manager sign-off in Halogen/ process complete

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 April 1st, 2019 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 If a goal is no longer applicable, and you do not wish to rate it.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

Instructions for Rating Competencies

For each of the competencies listed, select a rating that best reflects your assessment of your performance on your competencies utilizing the ratings definitions. Note: Any rating above or below “Successfully Meets Expectations” must be supported by narrative comments and examples in the Competency Comments section at the end.

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	◯

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	◯

Attach Feedback

Innovation, Creativity, and Change

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

click on Competency title for more details

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

Attach Feedback

Job Mastery

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	◯

Attach Feedback

Principles of Community

Models and promotes equitable, fair, and inclusive behaviors. Fosters a positive working and learning environment by maintaining a climate of collaboration, fairness, cooperation,

Manager	Self
◯ Outstanding	◯
◯	◯

ethical behavior, and professionalism.

click on Competency title for more details

Exceeds Expectations

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

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	

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

click on Competency title for more details

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

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	

Attach Feedback

Leadership/Vision

Paints a compelling picture of the vision and strategy that motivates others to action.

click on Competency title for more details

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

Attach Feedback

Management of People

Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each direct report's career goals; constructs compelling development plans and executes them; coaches direct reports to accept developmental moves; is a people builder.

click on Competency title for more details

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

Attach Feedback

Competency Comments

Note: Ratings above or below Successfully Meet Expectations must be supported by examples.

Employee: N/A

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

	Enter Expiration Date
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 Professional Development Opportunities for 2020-2021

You will not be evaluated on this section.

In the space below, outline any professional 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

Overall Performance Appraisal Rating

Select an overall appraisal rating for the employee performance and accomplishments towards goals achieved during this review period. Consider all rated factors. Provide additional comments to support your selected rating.

Overall Performance Rating

	Manager	Self
Select an overall appraisal rating (which is a combination of the overall goal rating and	◯ Outstanding	◯

overall competency rating). Provide additional comments to support your selected rating. Select *Complete and Submit* to complete form.

- ◯ Exceeds Expectations ◯
- ◯ Successfully Meets Expectations ◯
- ◯ Development Needed/New and Learning ◯
- ◯ Does Not Meet Job Expectations ◯

Employee: N/A

Comments:

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

Employee Final Comments on Overall Appraisal

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.