Instructions for Alternative Performance Evaluation Form

Division of Human Resources & Organizational Effectiveness

Authorization: The Alternative Performance Evaluation Form may be used as an alternative to the requirements within the Standard Administrative Procedure 33.99.03.M0.01. It is intended to be used to evaluate Temporary/Casual Staff (Fixed Term) employees. This is intended to ensure the employee is working towards fulfilling the requirements for position description, and to assess employee performance. ***This is for Temporary/Casual Staff (Fixed Term) employees only.***

Ratings:

Fill out the evaluation form using the following ratings:

Significantly Exceeds Expectations: The employee's performance significantly and consistently surpassed job performance standards when measured by quality, quantity and value to the institution.
Exceeds Expectations: The employee's performance frequently surpassed job performance standards when measured by quality, quantity and value to the institution. The work produced overall added value to the institution.
Meets Expectations: The employee's performance met job performance expectations when measured by quality, quantity and value to the institution and was consistent and reliable.
Partially Meets Expectations*: The employee's performance is still in development and/or did not consistently achieve job performance standards when measured by quality, quantity and value to the institution.
Does not Meet Expectations*:The employee's performance was consistently below expectations when measured by quality, quantity and value to the institution. Immediate corrective action is necessary.
Not Applicable: The competency does not apply to the position.

*Comments are required for any rating of Partially Meets Expectations or Does not Meet Expectations.

Overall Performance Rating:

This rating is the rating that is recommended by the manager.

Performance Goals:

The supervisor and employee establish performance goals associated with job duties, behavioral competencies, and overall objectives. Each goal/objective should include a title, explanation of the objective, completion date and resources needed.

Position Description Review:

The employee's position description (PD) must be reviewed by the supervisor and the employee. Any applicable changes based on current duties or changes to duties for the coming year should be made at this time.

Evaluation Delivery:

The supervisor and employee should meet to discuss and sign the performance evaluation. A copy should be given to the employee, and the employee should be allowed to attach a response or comments.

Alternative Performance Evaluation Form for Temporary/Casual Staff (Fixed Term) Staff

A̅T̅M̅ Division of Human Resources & Organizational Effectiveness

Employee's Name: _____   Job Title: _____

Supervisor's Name: _____   Date: _____

College/Dept./Unit: _____

Competencies	*Ratings*	*Comments* (attach additional page if necessary)
Quality of Work and Compliance		
Productivity and Reliability		
Job Knowledge		
Safety		
Core Values		
Employee Development (Supervisors Only)		
Were Previous Year's Performance Goals met?		
Training Certification		

Overall Performance Rating		

Performance Goals for Upcoming Year: List goals/objectives and expected completion dates. Attach additional page if necessary.

Position Description Review: The employee's position description has been reviewed and:

I have reviewed this performance evaluation. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with the assessment. I understand that I may attach written comments if desired.

☐ *Written comments from employee are attached.*

X _____
Supervisor   Date

X _____
Employee   Date

X _____
If required, next-level supervisor   Date

After the supervisor and employee have met, discussed and signed the performance evaluation, the supervisor should:

☐ Give a <u>copy</u> of the signed evaluation to the employee.

☐ **Prior to the May 31 deadline**, follow departmental procedures for uploading information into the employees internal record, there are no requirements for this to be uploaded into Workday for Temporary/Casual Staff (Fixed Term) employees.

☐ Save an electronic copy of the performance goals if these are established. These should be retained within the employees internal records.