

Performance Appraisal Form Biweekly-paid, Non-Hospital Personnel

The Performance Appraisal is an evaluation tool designed to measure employee job performance objectively. In addition, the Performance Appraisal is a means for supervisory personnel to assist each employee in the development of skills and behavior necessary to be a productive employee of the University of Alabama at Birmingham. By periodic review of the employee's work performance, supervisory personnel should gain a better understanding of each employee's contributions and capabilities.

The Performance Appraisal Form needs to be completed by the employee's immediate supervisor, who then schedules a conference with the employee to discuss the evaluation, and obtains all necessary signatures before returning the form to Human Resource Records Administration. Instructions for completing the form are outlined below.

A Performance Appraisal Form must be submitted for each newly hired employee prior to the completion of the initial six months of employment, and every year thereafter prior to the anniversary of the employee's date of hire. If an employee's initial six month review period is extended, the evaluation should be delayed until the completion of the probationary period. Also note, an employee's anniversary date remains tied to their initial date of hire at UAB. It does not change if the employee transfers to a new department.

Performance Appraisal Forms are automatically burst to the organization contact in each department on the 10th of the month for employees whose review time falls within the coming month. Completed forms should be returned to **HR Records Administration, AB 254**, by the end of the calendar month in which the anniversary date falls.

If you need additional information or assistance, please contact HR Records Administration at 934-4408.

INSTRUCTIONS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM

Please use **Black** ink for completing this form.

Read the entire form before attempting to complete it. Note the seven performance characteristics to be evaluated and the five levels related to each characteristic. Select the level that is most applicable for the employee being rated.

- A. Complete each area of the form. A rating should consist of a single "X" mark for each performance characteristic.
- B. Recognize that each performance characteristic is distinctly different. Therefore, do not let your rating on one characteristic, influence your rating on another.
- C. Rate in terms of regular day-to-day performance over the entire appraisal period.
- D. At the Bottom of page one, select the appropriate rating for the employee's overall performance, and provide written explanations for any outstanding (4) or unsatisfactory (0) characteristic ratings. More space for comments can be found on page two.

- E. State specific objectives for improving performance and for the career development of the employee. Each objective should be stated in measurable terms.

Please be reminded that all Performance Appraisal Forms should be signed on page one by the supervisor, the department head and the employee. The supervisor and the employee should also sign on page two. The original document must be sent to Human Resources, Records Administration, AB 254, a copy should be retained for the department's records, and a third copy should be given to the employee.

If you desire additional information, or a workshop of the procedures for completing the Performance Appraisal Form, please contact the HRM Records Administration office at 934-4408.