

## **Performance Appraisal Form Monthly-Paid, Non-Hospital Personnel**

**PURPOSE:** The Performance Appraisal Form is an evaluative tool to measure objectively an employee's job performance. An appraisal form must be submitted for each newly hired employee prior to completion of the six-month probationary period and annually thereafter on the employee's anniversary date. The Performance Appraisal is a written record of the employee's job performance and facilitates communication between the supervisor and the employee. The Performance Appraisal process should be used to motivate an employee and to identify the area(s) of employee strength and those that need improvement and to establish job performance, training and development goals for the coming year. The supervisor who has the most knowledge about the employee's day-to-day performance should evaluate the employee. A periodic review of the employee's work performance by the supervisor gives everyone a better understanding of the employee's capabilities and contributions to the department and UAB.

### **INSTRUCTIONS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM**

1. Review the entire appraisal form before beginning the evaluation process.
2. Familiarize yourself with the established current job description of the employee.
3. **Section I:** Deals with the duties and responsibilities as indicated in the job description. Consider the employee's day-to-day performance for the entire appraisal period. Section 1 should reflect a written assessment of the employee's total job performance in light of the job description.
4. **Section II:** Must be completed for all employees who have any supervisory duties and/or responsibilities.
  - PART A: Evaluate the supervisor's work habits, planning and analytical ability, management skills and development of other employees to become more effective in work assignments. Consider the individual's ability to delegate and effectively get work done through others.
  - PART B: Describe how the supervisor meets the University's commitment to non-discrimination and affirmative action goals in hiring, promotion, or placement, etc
5. **Section III:** State specific objectives for the coming year for improving performance and for the career development of the employee. Each objective should be one that is achievable by the employee. This section should be completed in close consultation with the employee.
6. **Section IV:** An Evaluation Summary. Select the appropriate rating which best describes the employee's total job performance of the duties as indicated in the job description for the rating period. The evaluation should be based on the job performance during the entire period of time involved as opposed to the most recent incidents and/or work performance.
7. **Section V:** Encourage the employee to comment on his/her performance review.

8. The evaluator, his/her supervisor and the employee must sign the Performance Appraisal form. The employee's signature does not reflect his/her agreement with the evaluation, but only indicates that the supervisor has discussed the evaluation form with the employee. The original should remain in the department's file, a copy should be returned to HR Records Administration, and a third copy should be given to the employee.

Performance Appraisal forms are burst to the contact person in each department by the 10<sup>th</sup> of the month for employees whose review times falls within the coming month. Forward a copy of the completed appraisal forms to: **Human Resource Records Administration, AB 254, Zip 0102**, prior to the last day of the month the review process is due. This allows you approximately thirty (30) working days in which to complete the Performance Appraisal process. All forms should be typed or printed in black ink.

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