

# UAB Perform • Employee performance and development

## Base Evaluation Form, Instructions and Assessments



Note: This form is for training and information purposes only. Completion and submission should be managed on the UAB Perform App.

## Assessments

All staff should complete the Base Evaluation Form. Depending on the job role, the manager determines which additional assessments will be used:

	Individual Contributor	Emerging Leader	Functional Manager	Functional Director	Organizational Leader
SECTION 1 BASE EVALUATION FORM	✓	✓	✓	✓	✓
SECTION 2 JOB RESPONSIBILITIES ASSESSMENT	▢	▢	—	—	—
SECTION 3 GOALS ASSESSMENT	▢	▢	✓	✓	✓
SECTION 4 LEADERSHIP EXPECTATIONS ASSESSMENT	—	—	✓	✓	✓
SECTION 5 PEER REVIEW ASSESSMENT	—	—	—	▢	▢



Required



Not eligible



Optional

# Performance Management

Fiscal Year 2019

## Employee Information

Employee Name	Click or tap here to enter text.	Manager Name	Click or tap here to enter text.
Employee Job Title	Click or tap here to enter text.	Manager Job Title	Click or tap here to enter text.
Department/Unit	Click or tap here to enter text.		

## Instructions

During the formal review period, employees and managers will assess performance using the required Base Evaluation Form along with other assessments by job role. These tools to enable a conversation to discuss performance strengths, opportunities for development, career aspirations and goals for the coming year. Additional information can be found on [uab.edu/performancemgmt](http://uab.edu/performancemgmt).

### Employee

1. Complete the self-evaluation by providing ratings and your supporting comments.
2. Submit your self-evaluation to your manager.
3. Discuss your assessment and your manager's comments in your Performance Review meeting with your manager.

### Manager

1. Complete each section of the form with your ratings and/or comments for your direct report.
2. Set a time with your direct report to discuss your ratings and comments.
3. Submit the final employee evaluation after your discussion.

## Five-Degree Rating Scale

**Exceptional:** Outstanding performance in all areas of responsibility. Planned objectives were achieved well above the established standards and accomplishments were achieved in unexpected areas.

**Exceeds Expectations:** Consistently exceeds established standards in most areas of responsibility. All requirements were met and objectives were achieved above established standards.

**Meets Expectations:** All job requirements were met and planned goals accomplished within established standards. There were no critical areas where accomplishments were less than planned.

**Needs Improvement:** Performance in one or more critical areas did not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

**Unsatisfactory:** Does not meet minimum job requirements. Performance is unacceptable. Responsibilities are not met and important objectives have not been accomplished. Needs immediate improvement.

## Section 1: Base Evaluation Form

Understand UAB • *Understand and demonstrates UAB's values*

I have been advised of UAB's mission, vision, values and demonstrate these values in my work and all interactions.

### Self-Assessment

Attestation

Type initials here

### Manager Assessment

Type initials here



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## Section 1: Base Evaluation Form

### Achieve Results • Your skills and accomplishments

Self-Assessment	Manager Rating	Criteria
Select Rating	Select Rating	<b>Functional knowledge and skills:</b> Demonstrates skills and knowledge relevant to own functions or work group, applies current best practices in discipline or specialty area, stays aware of major developments in discipline or specialty area, and is recognized by customers and team members for functional knowledge and skills.
Select Rating	Select Rating	<b>Service quality:</b> Successfully meets deadlines and goals; perseveres when facing obstacles; performance consistently meets quality and time standards, maintains supportive relationships with customers, and uses initiative to improve outcomes, processes, or measurements.
Select Rating	Select Rating	<b>Problem-solving/innovation:</b> Adapts to change, champions both personal and institutional change efforts, suggests ways to improve processes and increase effectiveness and efficiencies, can flex and adapt in the moment, learns from mistakes, not discouraged by ambiguous situations, is open to new ideas and processes, and adjusts approach to achieve results.
Select Rating	Select Rating	<b>Overall Rating for Achieve Results</b>

### Comments for Achieve Results

#### Self-Assessment Comments for Achieve Results

Comments are required for any rating other than "Met Expectations."

#### Manager Assessment Comments for Achieve Results

Comments are required for any rating other than "Met Expectations."



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## Section 1: Base Evaluation Form

### Build Relationships • How you work with others

Self-Assessment	Manager Rating	Criteria
Select Rating	Select Rating	<b>Communication:</b> Communicates key messages with consistency and clarity, uses diplomacy and tact, practices active listening, does not withhold knowledge, demonstrates professionalism through body language to including eye-contact and posture, and tailors communication style to needs of the recipient.
Select Rating	Select Rating	<b>Build trust:</b> Honest and expresses oneself in an open and honest manner, is consistent in word and actions, tells the truth even when it is difficult, shares information accurately, completely and appropriately. Follows through on assignments and commitments, supports UAB goals and initiatives, and adheres to all policies and procedures.
Select Rating	Select Rating	<b>Teamwork:</b> Works as a team with others through idea and task sharing to accomplish a common objective. Consistently demonstrates cooperation and teamwork. Resolves interpersonal conflicts constructively. Shares information and invites others to discuss alternative solutions or differing opinions. Engages with others respectfully.
Select Rating	Select Rating	<b>Overall Rating for Build Relationships</b>

### Comments for Build Relationships

#### Self-Assessment Comments for Build Relationships

Comments are required for any rating other than "Met Expectations."

#### Manager Assessment Comments for Build Relationships

Comments are required for any rating other than "Met Expectations."



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## Section 2: Job Responsibilities Assessment

*Optional for Individual Contributors and Emerging Leaders.* Managers provide criteria based on employee's job description, duties and responsibilities.

Self-Assessment	Manager Rating	Criteria
Select Rating	Select Rating	Click or tap here to enter job duties and responsibilities assessment criteria.
Select Rating	Select Rating	<b>Overall Rating for Job Duties &amp; Responsibilities</b>

### Comments for Job Duties & Responsibilities

Self-Assessment Comments for Job Duties & Responsibilities

Click or tap here to add comments - Comments are required for any rating other than "Met Expectations."

Manager Assessment Comments for Job Duties & Responsibilities

Click or tap here to add comments - Comments are required for any rating other than "Met Expectations."



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## Section 3: Goals Assessment

Required for Functional Managers, Functional Directors and Organizational Leaders. Optional for all others. This section is to guide achievement on performance year goals.

Goal Setting Period

**Start:** Click or tap here to enter date. **End:** Click or tap here to enter date.

Goals are best fulfilled when written using the S.M.A.R.T. goal format: Specific, Measureable, Achievable, Realistic, and Time-Bound.

### Performance Goals

Think about some performance goals that you would like to strive to obtain. Performance goals relate to productivity, accountability, assignments, or other aspects of work performance.

Performance Goals <i>Identify 2-3 performance goals.</i>	Description & Comments <i>Describe your goals in some detail and write some ways you might achieve them.</i>
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

### Development Goals

Development goals are activities that will add to the employee's ability to perform their job more effectively and/or prepare them for additional responsibilities. Development goals relate to training, learning, skill building, or other aspects of professional or career development.

Development Goals <i>Identify 1-2 career development goals.</i>	Description & Comments <i>Describe your goals in some detail and write some ways you might achieve them.</i>
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.



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## Section 4: Leadership Expectations Assessment

Required for Functional Managers, Functional Directors and Organizational Leaders. The leadership assessment criteria are based on UAB's Leadership Expectations. View the Leadership Expectations for full definitions.

Self-Assessment	Manager Rating	Criteria
Select Rating	Select Rating	<b>Focus on the future</b>
Select Rating	Select Rating	<b>Leverage diversity</b>
Select Rating	Select Rating	<b>Serve UAB</b>
Select Rating	Select Rating	<b>Strive for excellence</b>
Select Rating	Select Rating	<b>Innovate</b>
Select Rating	Select Rating	<b>Hold self and others accountable</b>
Select Rating	Select Rating	<b>Communicate effectively</b>
Select Rating	Select Rating	<b>Develop self and others</b>
Select Rating	Select Rating	<b>Collaborate</b>
Select Rating	Select Rating	<b>Overall Rating for Leading Others</b>

### Comments for Leading Others

#### Self-Assessment Comments for Leading Others

Click or tap here to add comments - Comments are required for any rating other than "Met Expectations."

#### Manager Assessment Comments for Leading Others

Click or tap here to add comments - Comments are required for any rating other than "Met Expectations."



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## Section 5: Peer Review Assessment

*Optional for Functional Directors and Organizational Leaders.* An optional peer review conducted at the discretion of the leader.

Manager Opt-In

Choose an item.



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# Overall Performance Evaluation Rating

Manager Assessment	
Rating	<b>Select Overall Rating</b>

## Comments

### Self-Assessment Comments for Overall Rating

Comments are required for any rating other than "Met Expectations."

### Manager Assessment Comments

Comments are required for any rating other than "Met Expectations."

## Signatures

Employee	Manager
Click or tap here to enter FULL NAME.	Click or tap here to enter FULL NAME.
Signed	Signed



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