

UCAR 2008 EMPLOYEE PERFORMANCE APPRAISAL

Employee Name	
Position/Title	
Lab/Div or Prog	

<p>Does this position supervise others? Yes No</p> <p>If yes, how many? Total directly supervised:</p> <p style="padding-left: 100px;">Total indirectly supervised:</p>
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PART A: JOB-RELATED SKILLS AND COMPETENCIES: Select from the following list of relevant and observable job-related skills and competencies and use them to describe how the employee performs his/her job: Communication, Decision Making, Dependability, Initiative, Job Knowledge, Judgment, Leadership, Planning, Problem Solving, Responsiveness to Constituents, Teamwork, and Work Environment / Safety.

This section of the Performance Appraisal must be completed for employees who are new to their job. This includes new hires or employees whose job has significantly changed since their last Performance Appraisal. For other employees, this section is optional, but should be completed if there has been a significant change in the employee's skills or competencies.

Skills and Competencies	Description of Employee's Level of Proficiency

PART B: PERFORMANCE OF KEY ACTIVITIES: List each Key Activity, in priority order, for which the employee is responsible. For each Key Activity, discuss the employee's performance during the prior year and recent years, as appropriate, and indicate any suggested changes or improvements needed for the upcoming year. Employees who have been in their current position two years or more need not be evaluated for ongoing, routine key activities if the employee's performance continues to meet or exceed job requirements. If the key activity or the employee's performance level has changed significantly, the performance for the activity must be evaluated.

For Supervisors, include the following Key Activities:

- Leadership (managing, training, developing, motivating, and coaching)
- Administration (managing budgets and priorities, performance management)
- Encouragement of Diversity (EEO/AA, fairness, dignity, respect)

Key Activity:
Type:
Description of employee's Performance:
Suggested Changes or Improvements:

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