

**Probationary Assessment**

**Employee Information**

# Employee Name:       Job Title:

**Department:**       **Supervisor's Name:**

**Assessment Period:**

**Performance Assessment**

**Far Exceeded Expectations (FEE):** this rating is rarely achieved.Performance consistently far exceeded expectations in virtually all competencies and overall work was superior; work contributed to the overall success of the unit or the campus at large, with significant positive impact over time; and goals and assignments were consistently completed, on time or often earlier than anticipated. It is best practice to include concrete examples of the staff member’s contributions in the overall rating section.

**Successfully Met Expectations (SME):** this rating covers overall effective performance.Performance consistently met expectations in virtually all competencies, the quality of work overall met expectations, and many goals and assignments were well executed and largely met on time. The employee is dependable, competent, and knowledgeable, and may have exceeded some expectations. It is best practice to include concrete examples of the staff member’s contributions in the overall rating section.

**Met Some Expectations (MSE):** performance was adequate in some competencies, but needs improvement in one or more critical competencies. One or more of the most critical goals or assignments were not met. Work product requires improvement in one or more critical competencies to meet expectations. Concrete examples of the staff member’s deficiencies must be included in the overall rating section. *At the manager's discretion, a performance improvement plan may be outlined with timelines and monitored to measure progress. Review from HR is required.*

**Met Few Expectations (MFE):** performance was unacceptable in one or more critical competencies that significantly hindered overall successful performance. Individual failed to make reasonable progress toward critical work assignment(s) or goal(s). Concrete examples of the staff member’s deficiencies must be included in the overall rating section. *A performance improvement plan must be outlined with timelines and monitored to measure progress. Review from HR is required.*

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|  | **Performance** **Assessment** |
| Competency | FEE | SME | MSE | MFE | N/A |
| **Teamwork & Collaboration**Collaborates with colleagues in order to achieve results in alignment with the operations and mission of the University of California. Demonstrates a genuine interest in the thoughts, opinions, values and needs of co- workers and customers and views differences in these areas as both inevitable and acceptable. Avoids speaking, writing or doing other things that could be seen as disrespectful of people in their absence (or "behind their backs"). Recognizes and shows respect for the strengths and contributions of others. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| CommunicationShares and receives information using clear oral, written and interpersonal communication skills. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Diversity & InclusionModels and promotes the [University of California Principles of Community](http://www.ucmerced.edu/principles-of-community) and complies with UC policies on [Diversity](http://regents.universityofcalifornia.edu/governance/policies/4400.html) and [Non Discrimination.](http://policy.ucop.edu/doc/4010391/PPSM-12) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Employee EngagementDemonstrates commitment to the job, colleagues, the University and its mission by acting in ways that further the accomplishment of its goals. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Innovation & Change ManagementUses personal knowledge and professional experience to envision the future, anticipate change, capitalize on opportunities and develop innovative options that further the strategic direction of the organization. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Job Mastery & Continuous LearningDemonstrates responsibility for one’s own career path and continues learning by identifying and applying new skills as needed to perform successfully on the job. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Resources Management & SustainabilityDemonstrates integrity, accountability and efficient stewardship of university resources in a manner consistent with the [UC Standards of Ethical Conduct](http://ethics.ucmerced.edu/Pages/Statement-of-Ethical-Values.aspx) and other policies. Models and promotes behavior and practices supporting and institutionalizing sustainability. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Results Orientation & ExecutionDemonstrates the ability to analyze situations or problems, make timely and sound decisions, construct plans and achieve optimal results. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Solving ProblemsTakes a proactive approach to anticipating and preventing problems. When problems occur, defines those problems, investigates obstacles, gathers relevant information, decides whether solving the problem should be a group decision, generates and analyzes alternate solutions and arrives at a workable solution. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Service FocusValues and delivers high quality, professional, responsive and innovative service. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Quality Assurance & AssessmentDemonstrates involvement in the unit’s annual and/or periodic assessment efforts, including the unit’s efforts to improve the quality of its services. Makes sure that quality does not suffer as the quantity of work increases. Works effectively with peers to provide and/or improve the quality of service provided, and carries own share of team workload. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| People ManagementLeads and engages people to maximize organizational and individual performance through alignment with the University mission and attainment of strategic and operational goals. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**Overall Rating**

|  |  |  |  |
| --- | --- | --- | --- |
| Far Exceeded Expectations | Successfully Met Expectations | Met Some Expectations | Met Few Expectations |
| [ ]  | [ ]  | [ ]  | [ ]  |

**Additional Comments:**

**Signatures**

I have read and discussed the contents of this performance appraisal with my supervisor:

