

Online Performance Evaluation (Preview)

Date:

03/04/22

Employee Name:

My name

Department:

My Department

Status:

OPEN

Position/Title:

My Position Title

Evaluator/Supervisor name:

My Evaluator

Evaluation Type:

Annual/Probationary/6 month

Evaluation Year:

2021

Cycle:

Calendar/Academic/Fiscal

Job Description

If you would like the job description for this position you may request a copy from your department administrator.

Basic Procedures:

1. Review the employee rating scale.
2. For each performance evaluation core value, check desired rating and add comments to support rating.
3. All sections must be completed (rating and comments).
4. Meet with evaluator (supervisor) to discuss performance evaluation.
5. Finalize performance evaluation.

Employee Rating Scale

Rating	Description
0 - Not Applicable/Insufficient Info	Not Rated due to Applicability or insufficient Information
1 - Unsatisfactory Performance	Seldom meets established standards; must improve for continued employment
2 - Needs Improvement	Sometimes meets established standards but lack consistency; seldom exceeds and often falls short of desired results; must improve for continued employment
3 - Meets Expectations	Meets and occasionally exceeds established standards
4 - Exceeds Expectations	Consistently meets and almost always exceeds expected levels of performance

Accomplishments

Executive Memorandum 44

I confirm that I completed in CANVAS the following compliance courses:

1. Title IX "Sexual Misconduct Awareness and Prevention"
2. Title IX "Reporting Sexual Misconduct"

WE ARE

NEBRASKA MEDICINE & UNMC

Our mission is to lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.

ITEACH Values

Core Value

Rating

Not Applicable



Innovation

Search for a better way. Seek and implement ideas and approaches that can change the way the world discovers, teaches and heals. Drive transformational change.

- Demonstrated insight and motivation
- Added value to others through demonstrated service behaviors. Worked independently with little supervision and suggested ways to improve work processes.

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Not Applicable



Teamwork

Respect diversity and one another. Communicate effectively and listen well. Be approachable and courteous. There is no

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

limit to what we can achieve when we work together.

- Worked cooperatively and effectively with others to achieve common goals, and participates in building a group identity characterized by pride, trust and commitment.
- Explained, described, persuaded, negotiated, and generally conveyed intended meanings and information to others.
- Interacted appropriately with all members of the campus community.



Excellence

Strive for the highest standards of safety and quality in all that you do. Work to achieve exceptional results.

- Completed assignments with thoroughness and accuracy and demonstrated professional written communication.
- Applied technical and/or professional expertise.



Accountability

Commit. Take ownership. Be resilient, transparent and honest. Always do the right thing and continuously learn.

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Not Applicable

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Not Applicable

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

- Demonstrated responsibility for persons, data, activities, resources and outcomes. Includes following the UNMC Code of Ethics.
- Completed work in a timely and efficient manner, set meaningful and measurable objectives and goals, accomplished goals within time frame, and volunteered for additional responsibilities.
- Accepted, adapted and coped with change, managed stressors in positive and constructive ways, and maintained harmonious working relationships with supervisors, co-workers, students, and the public.



Courage

Make the tough decisions. Have no fear of failure in the pursuit of excellence. Admit mistakes and learn from them.

- The extent of your decision-making effectiveness and problem anticipation.



Healing

Show the empathy you feel. Be selfless in caring for patients, one another and the

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Not Applicable

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Not Applicable

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

community.

- Lead in challenging situations that would commonly frustrate others, easily energized a group if things were stressful, were calm under pressure and did not become defensive in stressful customer interactions.
- Courteous and friendly with internal and external customers, facilitates positive interactions and solutions, places customer first and ensures customer is satisfied with service provided, and understands the value of customers.

Compliance

- Completes all compliance training in a timely manner.
- Understands and complies with federal and state laws, and regulations related to job duties.
- Understands and complies with UNMC policies and procedures.

Attendance

Maintains acceptable attendance records, is punctual in starting workday and adheres to work schedule.

- Unplanned absences for Performance Evaluation purposes **do not include** FMLA, funeral leave, planned sick

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Not Applicable

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Not Applicable

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

leave or vacation/floating/banked leave.

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

OVERALL RATING

Not Applicable

Employee

Enter Rating:*

Enter Comments:*

0/2000 characters

Evaluator

Enter Rating:*

Enter Comments:*

0/2000 characters

Goals for the Next 12 months. You may use the SMART criteria as a guide when writing goals that are clear and reachable.

Specific: 

When setting a goal, be specific about what you want to accomplish. What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?


Measurable: 


What metrics are you going to use to determine if you meet the goal? How can you measure progress and know if you've successfully met your goal?



What skills and/or tools do you need to attain this goal? Do

Achievable: you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?

Relevant:  Is goal in alignment with department/unit/UNMC goals and objectives? Why are you setting this goal now? Is it aligned with overall objectives?

Time-Bound:  Provide a target date for achieving goal. What's the deadline and is it realistic?

Employee Goals:

Enter Comments:*

0/2000 characters

Additional Overall Comments

Evaluator Comments:

Enter Comments:*

0/2000 characters

Employee Comments:

Enter Comments:*

0/2000 characters

Process Evaluation

Status: *Evaluation Completed*

Date of Performance Evaluation meeting with employee

03/04/22

Signatures:

Evaluator: [EVALUATOR NAME] signed, 2022-03-04 15:58:43

Employee: [EMPLOYEE NAME] signed, 2022-03-04 15:58:43

Print PDF

Save

Submit