Online Performance Evaluation (Preview)

Date:	**Status:**	**Evaluation Type:**
01/07/2019	Open	Annual
Employee Name:	**Position/Title:**	**Evaluation Year:**
First, Last	Worker	2018
Department:	**Evaluator/Supervisor name:**	**Cycle:**
My Department	Supervisor	Calendar Year

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

1) Summarize accomplishments since your last evaluation.

Enter Comments:*

0/2000 characters

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	Employee Rating

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.

- Demonstrates insight and motivation
- Adds value to others through demonstrated service behaviors. Works independently with little supervision and seeks ways to improve work processes.

☐ Not Applicable

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

0/2000 characters

Teamwork

Respect diversity and one another. Communicate effectively and listen well. Be approachable and courteous. There is no limit to what we can achieve when we work together.

- Works cooperatively and effectively with others to achieve common goals, and participates in building a group identity characterized by pride, trust and commitment.
- Explains, describes, persuades, negotiates, and generally convey intended meanings and information to others.

☐ Not Applicable

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

0/2000 characters

- Interacts appropriately with all members of the campus community.

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Excellence

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

- Completes assignments with thoroughness and accuracy and demonstrates professional written communication.
- Applies technical and/or professional expertise.

Enter Comments:*

[   ]

0/2000 characters

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Accountability

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

- Demonstrates responsibility for persons, data, activities, resources and outcomes. Includes following the UNMC Code of Ethics.
- Completes work in a timely and efficient manner, sets meaningful and measurable objectives and goals, accomplishes goals within time frame, and volunteers for additional responsibilities.
- Accepts, adapts and copes with change, manages stressors in positive and constructive ways, and maintains harmonious working relationships with supervisors, co-workers, students, and the public.

Enter Comments:*

[   ]

0/2000 characters

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Courage

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

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

Enter Comments: *

0/2000 characters

☐ Not Applicable

Healing

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

- Leader in challenging situations that would commonly frustrate others, easily energizes group if things are stressful, is calm under pressure and does 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.

Enter Rating: * [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments: *

0/2000 characters

☐ Not Applicable

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.

Enter Rating: * [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments: *

0/2000 characters

☐ Not Applicable

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 leave or vacation/floating/banked leave.

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

[   ]

0/2000 characters

☐ Not Applicable

Program Management

Employee works to insure viability and growth, financial stability, and market standing for progress.

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

[   ]

0/2000 characters

☐ Not Applicable

Human Capital Management

Employee is able to attract, recruit, and retain high-quality staff.

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

[   ]

0/2000 characters

☐ Not Applicable

Financial Management

Employee is able to prepare and manage budgets, and be financially accountable.

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

[   ]

0/2000 characters

☐ Not Applicable

Transformational Leadership Level

Enter Rating:* [   ] (e.g. 3.0, 3.3, 3.5)

People follow employee because of who they are and what they represent.

Enter Comments:*

0/2000 characters

☐ Not Applicable

UNePlan Strategic Planning

Monitors strategic plan goals and successful completion.

[View Init]

Enter Rating:* _____ (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

0/2000 characters

OVERALL RATING

Enter Rating:* _____ (e.g. 3.0, 3.3, 3.5)

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?

✅ **Achievable:** What skills and/or tools do you need to attain this goal? Do 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 Comments:

Enter Comments:*

0/2000 characters

Process Evaluation

Status: *Open*

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