



University Staff / PRA Series Performance Planning, Evaluation, and Rating Form

Evaluation Period: Start: January 1, 2020 End: December 31, 2020

Employee Name: INSERT NAME Employee ID#: INSERT EID#
Job Title: INSERT JOB TITLE Position #: INSERT POSITION #
Department: College of Arts & Media, INSERT DEPT NAME
Supervisor Name: INSERT SUPERVISOR NAME

Does the employee teach as a lecturer and/or have extra work outside of their staff/PRA position? Yes [] No []

The employee's job description is accurate and the employee has a copy. (supervisor's initials)

PART I: SUPERVISOR EVALUATION

To be completed by the supervisor.

Table with 2 columns: Please list goals/objectives identified for 2020 during last year's performance review. Please explain in detail the employee's success in accomplishing each goal/objective. If goals were not met, please explain why. Rows include Goal 1 through Goal 5.

To provide effective and valuable feedback to each employee, please take the time to complete the following sections by using relevant examples.

Performance evaluations provide an opportunity to reinforce the expectations for employees in regards to job duties, quality, collaboration, and productivity. Communicating these expectations gives the employee the ability to meet the requirements of the job and clearly understand the expected outcomes for their role.

In the following section, please provide effective and valuable qualitative feedback to the employee by taking the time to list relevant and specific examples.

How did the employee contribute to the success of the team and the college over the course of the past year?



How well did the employee meet goals/objectives established for the past year?	
What new tasks and/or additional duties outside the scope of their regular responsibilities did the employee perform?	

In the following sections, please provide feedback regarding **the general functions of the role** and **core competencies** required to be successful in the role.

Responsibilities Specific to the Position <i>(add more rows if necessary)</i>	Rating <i>(see chart on last page)</i>	Comments: use specific examples; address strengths and areas of improvements; and provide recommendations for improvement
Duty 1	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Duty 2	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Duty 3	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Duty 4	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Duty 5	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

Core Competencies	Rating <i>(see chart on last page)</i>	Comments: use specific examples; address strengths and areas of improvements; and provide recommendations for improvement
<i>Communication & Interpersonal Skills</i>	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
<i>Collaboration/Teamwork</i>	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
<i>Customer Service</i>	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
<i>Inclusiveness</i>	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
<i>Accountability</i>	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	



Problem Solving/Decision Making	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Supervision (if applicable)	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Leadership (if applicable)	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Strategic Planning & Organizing	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Fiduciary (if applicable)	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

PART II: PROFESSIONAL PLAN

To be completed jointly by employee and supervisor. Please list up to specific and measurable goals that will be completed during 2021.

Goal/Objective 1:	
Goal/Objective 2:	
Goal/Objective 3:	

Performance Rating

5 - Outstanding: Far exceeds performance expectations on a consistent and uniform basis. Work is of exceptional quality in all essential areas of responsibility. In addition, makes an exceptional or unique contribution in achievement of unit, department, and University objectives

4 - Exceeding expectations: Always achieves performance expectations and frequently exceeds them. Demonstrates performance of a very high level of quality in all areas of responsibility.

3 - Meeting expectations: Consistently fulfills performance expectations and periodically may exceed them. Work is of high quality in all significant areas of responsibility.

2 - Below Expectations: Frequently fails to meet expectations and improvement is needed in these areas.

1 - Fails to Meet Expectations: Consistently fails to meet expectations and improvement is needed in most aspects of position



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PART III: SIGNATURES

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Dean: _____ **Date:** _____

HR Director: _____ **Date:** _____

Signature indicates only that the rating and its contents have been discussed with the employee being rated and does not necessarily imply agreement. The employee being rated is to receive a copy of the plan and form.
