**University of Idaho Human Resources**

**Guidelines**

**For**

**COMPETENCY-BASED PERFORMANCE EVALUATION**

**Purpose:**

* **Performance Management** is an important component of the manager/employee relationship. Effective Performance Management is an ongoing process that engenders an open, honest, and productive work environment at the university. The Performance Management process is a continuous cycle that begins during the initial hiring process and continues throughout a yearly cycle of planning, task assignment and review, mid-year review, performance evaluation, recognition, and assessment of potential. It is task-oriented, participative, and developmental. It provides managers and employees the opportunity to clearly communicate around the issue of performance expectations and to develop a formalized plan for meeting those expectations. The performance evaluation is the formal opportunity during the performance cycle for the manager and employee to review overall progress made during the year and to plan for success for the upcoming year. The performance evaluation serves as the official record supporting personnel decisions such as salary increases, promotion, performance probation, or dismissal.

**Frequency:**

* New classified employees receive an evaluation prior to their 3-month and 6-month anniversary dates.
* All non-faculty employees receive an annual evaluation based on the previous calendar year (January-December). This form may be used for classified or exempt.

**Please Note:** Optional forms are available at <http://www.uidaho.edu/humanresources/pm>. Review the options available and choose the form that best meets your needs as you evaluate employee performance.

**Instructions For Completing The COMPETENCY-BASED Performance Evaluation Form:**

1. Check with your college/division for guidelines to ensure consistency throughout your unit.
2. Request a self-evaluation from your employee. Give the employee either the entire form that you will be using, or document(s) as prescribed by your college/division (list of self-evaluation questions, etc.). Human Resources encourages the completion of the first draft of the performance evaluation form by both parties **prior to** the one-on-one meeting to discuss the evaluation.
3. Carefully review a copy the employee’s job description and performance development plan (if available) while completing the evaluation form of your choice. In the event a results-oriented job description cannot be found, Human Resources can assist you with creating one.
4. Complete the employee information section at the top of the first page of the evaluation form.
5. Identify and list (where appropriate), comment on, and rate each of the following. Supervisors are encouraged to seek employee feedback before completing the comment and rating sections.
* **Organizational Core Competencies** – These are the abilities, attributes, behaviors, technical proficiencies, traits, etc., identified as important for all UI employees. Use the categories provided to comment on and rate core competencies.
* **Job Responsibility Factors** – These focus on what the employee is expected to do. Fill in the key job responsibility factors. You can identify the job responsibility factors by referring to the results-oriented job description (ROJD) “Responsibility” section or the “Key Task Assignments” in the Performance Development Plan (PDP). When considering each of the job responsibility factors, careful consideration should be given to the quality, quantity, resource management and timeliness of work. When applicable, human resource management responsibilities should be included here, with consideration given to employee effectiveness in the areas of performance planning, employee development, employee appraisal, and resolution of personnel issues.
1. Identify and comment on the following:
* **Projects, Goals, Major Achievements** – This section is intended to identify and review progress toward completion of assigned projects, established goals, and major achievements during the performance period. Refer to the employee’s performance development plan (if available), project plans, goals, and/or documentation regarding achievements during the performance period.
* **Training Completed During Performance Period** – This section identifies job-specific training completed during the performance period. Information regarding training offered at the university is available from TrainTrack. Employees can print out a copy of the list of the workshops they have completed and attach the list to their self evaluation.
1. Provide an overall performance rating in the “Summarized Performance Rating” section on the first page of the evaluation form along with a narrative summary in the “Supervisor’s Summary Comments” section, taking into consideration all aspects of the employee’s job performance over the evaluation period.

**NOTE:** As stated in Idaho Code 67-5309, “advancement in pay shall be based solely on performance.” A performance evaluation must be on file for every employee receiving a merit increase. *Only* employees receiving an overall recommendation of “meets requirements” or better may receive a merit increase. See also Faculty-Staff Handbook section 3340. Please refer to the Faculty-Staff Handbook, sections 3360 and 3930 for Summarized Performance Ratings of “Needs Improvement” or “Unsatisfactory.” The Assistant VP for Human Resources or designee will work directly with the supervisor and Dean/Director when this is the recommendation.

1. Schedule a time to meet with your employee to discuss the evaluation and agree on job-related goals for the upcoming evaluation period. You may choose to complete a Performance Development Plan (PDP), found at <http://www.uidaho.edu/humanresources/pm> to establish goals and expectations to guide the work of the upcoming performance year. For more information about the PDP contact Elissa Keim, Manager of Professional Development and Learning (PDL), at 5-2322 or ekeim@uidaho.edu. If the PDP form is not used, a list of job-related goals for the upcoming evaluation period should be prepared.
2. Ensure that the employee has an opportunity to complete the “Staff Member Comments” section.
3. Goal Setting– The Employee and Supervisor complete this section together. Employee and Supervisor will list job related goals for the next evaluation period and explain how these goals can be achieved.
4. Complete any remaining sections.
5. Sign the evaluation; obtain the employee’s signature, and the departmental administrator’s signature (and other signatures as required by college/division).
6. Distribute copies: original with a current copy of results-oriented job description (**only include results-orientated job description if employees’ job responsibilities have changed)** to Human Resources, Zip 4332; copy to employee; copy to supervisor for departmental file.

**Competency-Based Performance Evaluation**

**Human Resources**

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| **Name:**       **Vandal No: V**      **Position/Title:**       |
| **Job Classification:**  | **Check One** | **Pay Grade:**       |
| Classified |  |
| Exempt |  |

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| --- | --- |
| **Type of Evaluation:**  | **Check One** |
| Annual |  |
| 3-month entrance probation |  |
| 6-month entrance probation |  |
| Performance Probation |  |
| Additional |  |

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| --- |
| **Rating Period (month/day/year): From**       **To**       |

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| --- | --- | --- |
| **Summarized Performance Rating: *Please mark only one box: marking more than one box invalidates the evaluation rating.***  | ***Rating*** | ***Check One:*** |
| **Supervisor’s Summary Comments:**       | Outstanding (4) |  |
| Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |
| Unsatisfactory (0) |  |

**Rating Scale:**

**Outstanding (4) =** Employee consistently performs at a level well beyond that required at a fully competent level

**Exceeds Requirements (3)** = Employee frequently performs at a level better than that required at a fully competent level

**Meets Requirements (2)** = Employee performs at a fully competent level

**Needs Improvement (1)** = Employee frequently performs at a level that is less than that required at a fully competent level

**Unsatisfactory (0)** = Employee consistently performs at a level that is inferior to that required at a fully competent level

**Organizational Core Competencies**

*Organizational Core Competencies are the abilities, attributes, behaviors, technical proficiencies, traits, etc., identified as important for all UI employees.*

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| **Accountability** – *Accepts personal responsibility for and meets established standards for the quality, quantity, resource management, and timeliness of work. Maintains a positive attitude, regular attendance, punctuality, and demonstrates integrity and honesty. Acknowledges and corrects mistakes.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| **Civility –** *Demonstrates respect for others, open-mindedness, generosity of spirit, and a concern for the common good.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| **Communication** – *Communicates in a clear and concise way both verbally and in writing. Demonstrates the ability to convey ideas, thoughts, issues, and information in any required context; be it one-on-one, small group, large group, presentations, or written format.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| **Innovation/Initiative/Problem Solving** – *Actively seeks to identify areas for personal and organizational change toward increased effectiveness, productivity, and service.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| **Job Knowledge** – *Currently possesses and/or accepts personal responsibility for increasing job knowledge and developing new skills/abilities that contribute to increased effectiveness, proficiency, and service.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| **Judgment** – *Bases decisions and actions on sound reasoning with careful consideration given to outcomes in support of organizational goals and priorities.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| **Safety** – *Performs assigned work in a safe manner at all times. Responds effectively to safety and health emergencies.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| **Teamwork** – *Values and cooperates with all team members. Promotes a friendly climate, good morale and cooperative team relationships.****Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

**Job Responsibility Factors**

*Job Responsibility Factors focus on* ***what*** *the employee is expected to do. The factors are taken directly from the “Responsibility” section of the ROJD. Job Responsibility Factors generally range between three and six in number and rarely, if ever, exceed seven.**When considering each of the job responsibility factors, careful consideration should be given to the quality, quantity, resource management and timeliness**of work. When applicable, Human Resource Management responsibilities should be included here, with consideration given to employee effectiveness in the areas of performance planning, employee development, employee appraisal, and resolution of personnel issues.*

\*Use as many boxes as needed; additional boxes may be added by copying and pasting a box.

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| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| --- | --- | --- | --- |
| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| --- | --- | --- | --- |
| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| --- | --- | --- | --- |
| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

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| ***Responsibility*:**       | ***Comments:***       | ***Rating*** | ***Check One:*** |
| Outstanding |  |
| Exceeds Requirements |  |
| Meets Requirements |  |
| Needs Improvement |  |
| Unsatisfactory |  |

**Projects, Goals, Major Achievements**

*This section is intended to identify and review progress toward completion of assigned projects, established goals, and major achievements during the performance period.*

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|       | ***Comments:***       |

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|       | ***Comments:***        |

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|       | ***Comments:***       |

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|       | ***Comments:***        |

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|       | ***Comments:***       |

**Training Completed During Performance Period**

*This section identifies job-specific training completed during the performance period.*

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| **Training** | **Date Completed** |
|       |       |
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**Goal Setting—Employee and Supervisor complete this section together**

*List job-related goals for the next evaluation period. Explain how these goals can be achieved.*

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|       | ***Comments:***       |

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|       | ***Comments:***       |

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|       | ***Comments:***       |

**Employee Comments:**

**Additional Comments:**

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| [**FSH 6240 Required Disclosure of Conflicts**](http://www.webs.uidaho.edu/fsh/6240.html)

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| **You must complete this disclosure annually with your performance evaluation. If you have a conflict to disclose then you also will need to complete Form FSH 6240A.** Likewise, if there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.University of Idaho FSH Policy 6240 Conflicts of Interest or Commitment is available at http://www.webs.uidaho.edu/fsh/6240.html. If you have any questions about the form or about specific potential or actual conflicts of interest, please contact your unit administrator or the Chair of the university’s Ethical Guidance and Oversight Committee. **Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240 B – Disclosure of Outside Employment or Consulting for Compensation.** |

**□** I have reviewed [FSH 6240](http://www.webs.uidaho.edu/fsh/6240.html) (link) and **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts to report. Please sign and date below. **□** I have reviewed [FSH 6240](http://www.webs.uidaho.edu/fsh/6240.html) (link) and **DO** have conflicts of interest, conflicts of commitment or apparent conflicts to report. Please, sign below, and fill out form FSH 6240A. Submit completed FSH 6240A to your unit administrator along with separate pages describing a plan to manage each conflict or apparent conflict.Your signature below certifies that you have reviewed FSH 6240 regarding disclosure of conflicts, and that the information that you provide regarding disclosure of any conflict is accurate to the best of your knowledge as of the date of this document, and you commit to providing an update if a material change occurs in the information you have provided.My signature also acknowledges that my supervisor and I have discussed this evaluation and that I have received a copy of the evaluation and related attachments. Special areas of agreement or disagreement are noted in the ***Staff Member Comments*** section below.  |
| **Staff Member Comments:**       |
|  **Staff Member:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SignaturePlease Print (Last, First, MI): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff V#**     **NOTE: A signature below acknowledges that you have reviewed this evaluation form and approve it for submittal.** |
| **Immediate Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Signature Please Print (Last, First, MI): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Vandal No. : V**       |
| **Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature Please Print (Last, First, MI): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Optional Approval/Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_V#**      |