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| --- | --- | --- |
| **Employee Name:** | **Employee ID:** | **Review Period:** |
|  Click or tap here to enter text. |  Click or tap here to enter text. | FY[Year] |
| **Supervisor Name:** | **Job Classification:** | **Review Type:** |
|  Click or tap here to enter text. |  Click or tap here to enter text. | [ ]  Annual [ ]  Midyear [ ]  Probation |

**Instructions:** Supervisor completes this form, describing the employee’s results and accomplishments (Part 1) as well as how the results were achieved (Part 2). The information on this form will typically be a summary of performance and development conversations that you have had with the employee throughout the year.

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|  Part 1: What was achieved (key accomplishments and contributions)?Describe the employee’s most important accomplishments during the current evaluation period. Describe the impact those accomplishments had, and the contributions made to important goals and priorities, including those supporting a sense of belonging, equitable opportunities, and access. |
| Comments: Click or tap here to enter text. |
| Part 2: How were results achieved (role-related knowledge, skills, abilities, and othercharacteristics)?Describe the employee’s knowledge, skills, abilities, and other characteristics that were most important in accomplishing their goals and priorities. Important elements of how we do our work are captured in the University’s competency model, [ERVECA](https://erveca.ltd.umn.edu/), with emphasis on equity and diversity within [individual contributor](https://docs.google.com/uc?id=0Byxb9AgIMZ-3MTNLbE43VFdZbW8) and [supervisor](https://docs.google.com/uc?id=0Byxb9AgIMZ-3UFROSFhFNlEyOHM) roles. |
| Comments: Click or tap here to enter text. |
| Overall Performance Evaluation - Ratings Key |
| **1 - Requires Improvement** | **2 - Meets Expectations** | **3 - Exceeds Expectations** |
| *Was not consistent in meeting performance expectations/goals that are important to their job in what they accomplish and how they get results.* | *Was successful in meeting or making significant progress toward all of the performance expectations/goals that are important to their job in what they accomplish and how they get results.* | *Exhibited exceptional overall performance, routinely went beyond what is expected, and surpassed all of their key performance expectations/goals in what they accomplish and how they get results.* |
| Overall Employee Performance Rating (for manager/supervisor use only): Choose a rating.  |
| Employee Signature\*:  | Date: Click or tap here to enter text. |
| Supervisor Signature:  | Date: Click or tap here to enter text. |

*\*by signing, I certify that my supervisor discussed the above information with me.*