



Human Resources
Performance Management
Employee Evaluation: Administrative and Professional/Manager

Employee ID: Review Period: Jan-Dec (previous year) Review Date:

Employee Name: Position Title:

Manager: Department:

New Employee 3 Months

Review Type: New Employee 6 Months Annual

IMPORTANT: Review the performance definitions and the evaluation below as you fill out this form.

RESULTS: Evaluate the employee's performance utilizing the factors below.

Leadership Rating: [ ]

Manager's Comments:

[Empty text box for Leadership comments]

Decision Making Rating: [ ]

Manager's Comments:

[Empty text box for Decision Making comments]

Planning Rating: [ ]

Manager's Comments:

[Empty text box for Planning comments]

Fiscal Management Rating: [ ]

Manager's Comments:

[Empty text box for Fiscal Management comments]



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**Staff Management**

Rating:

Manager's Comments:

**Human Resources**

Rating:

Manager's Comments:

**Professional Expertise**

Rating:

Manager's Comments:

**Communication**

Rating:

Manager's Comments:

**Special Project(s)**

Rating:

Manager's Comments:

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**Promotes Diversity & Inclusion**

Rating:

Manager's Comments:

**Internal Controls**

Rating:

Manager's Comments:

**Customer Service**

Rating:

Manager's Comments:

Overall Average Rating: (HIGH) 5 4 3 2 1 (LOW)

Job Performance Definitions			
Leadership	Decision Making	Planning	Fiscal Management
Provides clear direction and serves as a positive role model, sets clear, consistent expectation and goals; provides timely, constructive feedback; manages for performance of others' growth, development and retention.	Approaches challenges with creativity, anticipates potential problems and works proactively to solve them; makes sound, rational and timely decisions.	Ability to plan, utilize resources, (e.g. time, money, facilities, materials, equipment, employees, skills to accomplish objectives).	Demonstrates ability to monitor and control spending within established boundaries; utilizes resources; and safeguards UTA assets.
Staff Management	Human Resources	Professional Expertise	Communication
Cultivates a supportive atmosphere in which the team can achieve its goals through effectiveness in areas of employee selection, retention, development and appraisal. Consider how well this Manager promotes the personal and professional growth of staff. Consider how well responsibility and authority are delegated to promote productivity.	Anticipates and addresses the needs of internal and external contacts (faculty, students, parents, staff and others) in a professional, pleasant and timely manner.	Understands and effectively utilizes job-related information and skills to achieve desired results, demonstrates understanding and effective use of UTA policies and procedures; follows all applicable health, safety and environmental policies and procedures.	Presents information, ideas and issues clearly and concisely in written and in oral form, demonstrates open and active listening skills.
Special Project(s)	Promotes Diversity and Inclusion	Internal Controls	Customer Service
List special project(s) in the space below that were assigned for this review period. This section may not apply to all employees.	Appreciates and respects varying backgrounds, perspectives and needs of others. Encourages and demonstrates openness toward all co-workers and members	of our community.	Demonstrates commitment and the ability to ensure Internal Controls including support of sound financial condition of the administrative unit and overall good business practices.



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Consistently treats customers with a professional attitude resolving their issue as efficiently as possible.

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EVALUATION RATING CHART

5	4	3	2	1
<p><b>Outstanding</b></p> <p>An employee rated in this category consistently goes <b>well above and beyond job expectations</b>. Consistently exhibits strong initiative when accomplishing tasks, with values and work behaviors that consistently surpass expectations. This employee demonstrates leadership qualities with sustained excellent performance throughout the entire year.</p>	<p><b>Above Expectations</b></p> <p>An employee rated in this category <b>consistently</b> fulfills performance expectations and frequently exceeds them. Demonstrates performance at a very high level of quality, significantly contributes to the success of the services and projects they support and consistently generates valuable results above those expected of the position. Is recognized as a top performer.</p>	<p><b>Solid Performer</b></p> <p>An employee rated in this category is a strong solid performer whose performance <b>most often meets</b> the requirements of the job. Occasionally, this employee may exceed expectations of the job.</p>	<p><b>Improvement Needed</b></p> <p>An employee rated in this category has performance which <b>leaves room for improvement</b>. While this employee may meet expectations some of the time, the employee fails to meet many of the significantly important requirements of the job or the goals established for the year.</p>	<p><b>Unsatisfactory</b></p> <p>An employee rated in this category has consistent <b>work performance results that are unsatisfactory and below the basic requirements</b> and expectations of the position. Failure to demonstrate significant improvement requires immediate review and corrective action to address performance and/or behavioral deficiencies. Possible separation of employment may be considered.</p>

Special Project(s)	Comments



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PROFESSIONAL DEVELOPMENT PLAN: Employees are always encouraged to actively engage in self-development efforts. Identify below specific work assignments, training (courses/classes, skills, books, magazines, journals, seminars or CEU's designed to increase the individual's effectiveness in present job and/or preparing for future job assignments).

**\*\*This section will not have a rating; however, it should be used as a factor in determining overall performance.\*\***

Training/Skills Required	Completion Date	Comments



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Performance Strengths:

Areas of Improvement:

**EMPLOYEE COMMENTS:** Enter any comments you wish to make about your appraisal.



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SIGNATURES

Manager's Signature Date

Administrative Review Date

Employee Signature Date

(My signature above indicates I have reviewed this performance appraisal and have discussed the contents with my immediate supervisor or his/her designee. My signature also means that I have been advised of my performance and does not necessarily imply that I agree with the evaluation.)

You may be entitled to know what information the University of Texas at Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in section 552.021, 552.023 and 559.004 of the Texas Government Code.

NOTE TO THE EMPLOYEE: The employee can, within 5 business days, supply the Manager his/her additional written comments with a copy to Human Resources to be attached to the personnel file copy of this summary page.

DISTRIBUTION: Email an electronic copy of the signed document, single sided only one per employee to hrperformreviews@uta.edu. Do not bundle multiple evaluations in a single file. Provide a completed copy to your Administrative Unit and your employee.