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2014

# UNO Performance Evaluation for Office/Service, Managerial, Executive/Administrator Employees

Human Resources

*University of Nebraska at Omaha*

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## Recommended Citation

Human Resources, "UNO Performance Evaluation for Office/Service, Managerial, Executive/Administrator Employees" (2014).  
*Employee-Related*. Paper 10.

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**University of Nebraska at Omaha  
Performance Evaluation for Office/Service, Managerial, Executive/Administrator Employees**

<b>Employee Name:</b>	<b>Personnel #:</b>
<b>Employee's Title:</b>	<b>Department:</b>
<b>Date Evaluation Completed:</b>	<b>Office/Service: ( ) Managerial: ( ) Executive/Administrator: ( ):</b>
<b>Evaluation Period: From:                      To:</b>	<b>Reason for Evaluation: Probation ( ) Annual ( ) Other ( )</b>
<b>Evaluator's Name :</b>	<b>Evaluator's Title:</b>

The performance evaluation form documents performance during last review period based upon the employee's job description and the University's 8 NU Values. It allows the supervisor and employee to review past goals and establish goals for the next review period. As relevant, the supervisor and employee also establish work standards for areas needing improvement.

**SECTION I—PERFORMANCE TOWARD JOB EXPECTATIONS and JOB RESULTS.** *Columns expand as needed. For any responsibility, competency, or key behavior marked "Needs Improvement," the supervisor and employee will include a developmental plan to address the issue and indicate how the issue will be measured for progress or accomplishment.*

<b>Job Expectations and Expected Outcomes</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Job responsibility as represented in job description:  Comment:			
Job responsibility:  Comment:			
Job responsibility:  Comment:			
Job responsibility:  Comment:			
Job responsibility:  Comment:			

Human Resources

**SECTION II—PERFORMANCE TOWARD NU VALUES JOB COMPETENCIES and KEY BEHAVIORS**

<b>Position-based Job Competencies and Key Behaviors</b>			
<b>Accountability</b> —Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner: Seeks and accepts additional responsibilities under general supervision, Uses independent judgment in completing tasks, meeting deadlines, manages priority changes, Carries out sensitive tasks with discretion and confidentiality			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments:			
<b>Adaptability</b> —Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment: Recognizes and adjusts to needed changes, Displays control and flexibility in ambiguous or stressful situations			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments:			
<b>Communication</b> —Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people’s ideas and thoughts.			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments:			
<b>Customer/Quality Focus</b> —Anticipates, monitors, and meets the needs of colleagues/customers/students: Clarifies customer needs and takes responsibility for addressing them, Ensures the standards of quality service are met and trains others in them			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments:			
<b>Inclusiveness</b> —Fosters respect for all individuals and points of view, interacts appropriately with all members of the campus community, campus visitors, and business/community partners without regard to individual characteristics. Demonstrates a personal commitment to create a hospitable and welcoming environment: Demonstrates appreciation of cultural differences and concerns of others, Models/promotes inclusive behavior when interacting with campus and greater community			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments:			
<b>Occupational Knowledge/Technology Orientation</b> —Demonstrates the appropriate level of proficiency in principles and practices of one’s field/profession. Demonstrates commitment to continuous improvement including understanding and application of relevant technology (equipment, chemicals, hardware, software, and processes).			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments:			

Human Resources

<b>Team Focus</b> —Works cooperatively and effectively with others to achieve common goals. Participates in building group identity characterized by pride, trust, and commitment.			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments:			
<b>Leadership</b> —Communicates University’s vision to gain the support of others; mentors/motivates/guides others toward goals: Takes extra initiative to resolve problems or concerns, Accepts leadership roles and carries out sensitive tasks			
<b>N/A</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Comments			

**SECTION III—IMPROVING PERFORMANCE/REVIEWING PREVIOUS GOALS AND SETTING GOALS & EXPECTATIONS for the NEXT REVIEW PERIOD**

**Needs Improvement**—Supervisor and employee use the spaces below to list a course of action to address any duty, competency, and/or behavior that is marked Needs Improvement. *Columns expand as needed.*

Duty/competency/behavior to be improved.	Describe how improvement is to be measured.

**Goals**—Supervisor and employee review past goals, if relevant, and establish goals for the next review period. They also determine how the action/goal will be measured. *Columns expand as needed.*

**Previous Goals and Status**

State as SMART Goal (Specific, Measurable, Attainable, Realistic, Timely).	Describe how it was recognized as met or current status.

Human Resources

**New Goals**

State as SMART Goal (Specific, Measurable, Attainable, Realistic, Timely).	Describe how it is to be accomplished or recognized as met.

**SECTION IV**

**Supervisor's Summary Comments:**

**Employee Comments** (Separate pages may be attached. Comments are to be returned within 5 days of receiving the evaluation):

Signatures below indicate that the performance review described above has been discussed with the employee. The employee's signature does not equate to agreement with the ratings. The response will be placed on file in the Human Resources Office with the performance review.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Immediate Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Next Level Manager/Director's Signature**

\_\_\_\_\_  
**Date**