

UNIVERSITY OF CALIFORNIA – DIVISION OF AGRICULTURE & NATURAL RESOURCES

PERFORMANCE APPRAISAL

(Non-Supervisory)

(Retn: Office of Record: 5 Years After Separation

Other Copies: 3 – 5 Years After Evaluation)

Prepare in triplicate:
Original – Employing Dept File
Copy – To the Employee
Copy - DANR – Oakland SPS

Name: _____ Payroll/Job Title: _____ / _____ Date: _____

Date Hired ___/___/___ Length of Time in present job (yrs/mo) ___/___ Period Covered by this Evaluation: Fr: ___/___/___ To: ___/___/___ _____ Annual Review (FY _____)
_____ Other (Period _____)

Supervisor: _____ Payroll/Job Title: _____ / _____

Div/Dept: _____ Length of Time you have Supervised this employee yrs/mo _____/_____

PERFORMANCE LEVEL 1	PERFORMANCE LEVEL 2	PERFORMANCE LEVEL 3	PERFORMANCE LEVEL 4	PERFORMANCE LEVEL 5
Performance is consistently unsatisfactory and does not meet the requirements of the job in a significant area of responsibility; may partially satisfy some requirements.	Performance does not meet job requirements and needs improvement in one or more areas. Shows capability, but in a variable manner. Improvement needed.	Performance is fully satisfactory and meets the requirements of the job. Consistently competent performer.	Performance is more than satisfactory and exceeds the requirements of the job in one or more areas and meets the requirements in all other areas.	Performance is superior and consistently exceeds the requirements of the job. This high performance level is also seen in demanding situations.

RATING 1 to 5	PERFORMANCE CRITERIA—For Evaluation Period	SUPERVISOR’S COMMENTS
	A. Task:	
	B. Task:	

Each supervisor and member of the University Management Program who has direct responsibility for meeting established commitments to equal employment opportunity and affirmative action goals shall be evaluated on his/her good faith efforts in these areas.

PERFORMANCE LEVEL 1	PERFORMANCE LEVEL 2	PERFORMANCE LEVEL 3	PERFORMANCE LEVEL 4	PERFORMANCE LEVEL 5
Performance is consistently unsatisfactory and does not meet the requirements of the job in a significant area of responsibility; may partially satisfy some requirements.	Performance does not meet job requirements and needs improvement in one or more areas. Shows capability, but in a variable manner. Improvement needed.	Performance is fully satisfactory and meets the requirements of the job. Consistently competent performer.	Performance is more than satisfactory and exceeds the requirements of the job in one or more areas and meets the requirements in all other areas.	Performance is superior and consistently exceeds the requirements of the job. This high performance level is also seen in demanding situations.

RATING 1 to 5	PERFORMANCE CRITERIA-- APPLICABLE TO ALL EMPLOYEES	SUPERVISOR'S COMMENTS
	C. Task:	
	D. Task:	

Each supervisor and member of the University Management Program who has direct responsibility for meeting established commitments to equal employment opportunity and affirmative action goals shall be evaluated on his/her good faith efforts in these areas.

PERFORMANCE LEVEL 1	PERFORMANCE LEVEL 2	PERFORMANCE LEVEL 3	PERFORMANCE LEVEL 4	PERFORMANCE LEVEL 5
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RATING 1 to 5	PERFORMANCE CRITERIA-- APPLICABLE TO ALL EMPLOYEES	SUPERVISOR'S COMMENTS
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	E. Task:	
	F. Task:	

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*DANR Performance Appraisal – Page 4
September 17, 2001*

Added language noting ability to add additional pages for employee comments.

ANNUAL EMPLOYEE TRAINING & DEVELOPMENT
(IF APPROPRIATE)

Classes, Seminars, Special Projects, Programmatic Goals, Staff Development, etc.	Supervisor's Comments

Each supervisor and member of the University Management Program who has direct responsibility for meeting established commitments to equal employment opportunity and affirmative action goals shall be evaluated on his/her good faith efforts in these areas.

DANR Performance Appraisal – Page 5

September 17, 2001

Added language noting ability to add additional pages for employee comments.

OVERALL PERFORMANCE RATING _____

Summary Comments by Supervisor:

Dept Head Signature _____ Date _____

Supervisor Signature _____ Date _____

EMPLOYEE COMMENTS:

Employee Signature _____ Date _____

Your signature indicates neither agreement nor disagreement with the evaluation, but does indicate that you have read the evaluation and it has been discussed with you.
If you wish, you may comment in the space above. Additional pages may be added if necessary.

Each supervisor and member of the University Management Program who has direct responsibility for meeting established commitments to equal employment opportunity and affirmative action goals shall be evaluated on his/her good faith efforts in these areas.

**EMPLOYEE TRAINING & DEVELOPMENT PLAN
FOR NEXT YEAR (200__ - 200__)**

EMPLOYEE TRAINING & DEVELOPMENT (IF APPROPRIATE)

Classes, Seminars, Special Projects, Programmatic Goals, Staff Development, etc.	Supervisor's Comments

Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

Each supervisor and member of the University Management Program who has direct responsibility for meeting established commitments to equal employment opportunity and affirmative action goals shall be evaluated on his/her good faith efforts in these areas.

DANR Performance Appraisal – Page 7

September 17, 2001

Added language noting ability to add additional pages for employee comments.