|  |  |
| --- | --- |
| Performance Evaluation and Planning (PEP) Form | C:\Users\mfarias\AppData\Local\Microsoft\Windows\INetCache\Content.Word\UNM Logo Spelled Vertical Color.png |
| **Instructions:** For Annual or Probationary reviews, supervisor and employee complete form electronically, then review and discuss together. Upon completion of signatures, hand deliver to Human Resources at the John and June Perovich Business Center, Suite 1400 or mail to MSC01 1220 for retention in the official personnel file.  If this is a Self-Evaluation, this form is to be retained by the supervisor in the employee’s departmental file. For more information, See UAP#3230 or call 505.277.6947. |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Supervisor Name: |  |
| Employee ID: |  | Supervisor ID: |  |
| Title: |  | Title: |  |
| Department: |  | Evaluation Type: | Annual  Probation  Self-Evaluation |
|  |  | Evaluation Period: | From: date To: date |

Evaluation of Previous Year Performance

|  |  |  |
| --- | --- | --- |
| Evaluation of Job Responsibilities | Successful | Not Successful |
| **Job Knowledge:** Demonstrates proficiency in knowledge and skills required of the job; contributes to the goals and mission of the department. |  |  |
| **Productivity:** Successfully completes regular assignments in a timely and efficient manner. |  |  |
| **Quality of Work:** Ensures work is of proper quality; checks for accuracy. |  |  |
| **Initiative:** Takes it upon oneself to complete regular tasks; seeks additional skills, information, and available resources to ensure high quality. |  |  |
| **Continuous Improvement:** Participates in initiatives to improve work processes. Demonstrates flexibility in response to new or improved work processes. |  |  |
| **Customer Service/Focus:** Actively seeks opportunities to provide quality service. Identifies service needs and responds appropriately. |  |  |
| **Problem Solving:** Uses sound judgment and effective use of resources in resolving problems; demonstrates good understanding of the larger issues related to the problem or concern. |  |  |
| **Interpersonal Relationships:** Exercises emotional intelligence. Communicates and works with others in a professional, pleasant, and cooperative manner. Demonstrates understanding of the value of diversity and effective teamwork, even under periods of increased pressure or heavy workloads. |  |  |
| **Guiding Principles:** Employee demonstrates the University’s Guiding Principles.   * Freedom of Inquiry (encourage, protect, respect exploration of ideas and their free expression) * Integrity (trust, transparency, truthfulness, responsibility) * Inclusiveness & Respect (regard for others and their dignity, considered use of influence/power) * Responsibility to Community (thoughtful stewardship of cultures/environment) |  |  |
| **Required Training:** Has the employee completed all required University and job-specific training obligations? |  |  |
| **Supervisor Training Responsibility:** If the employee is in a supervisory role, has the employee’s staff completed all required University and job-specific training obligations? | Yes No N/A | |

|  |  |
| --- | --- |
| **If employee was exceptionally successful in any area(s) above, you may provide additional feedback here:** | |
| **If ‘Not Successful’ was selected for any of the above areas, enter comments addressing each area identified:** | |
| **Overall, for job responsibilities, was the employee:**  Successful  Not Successful | |
| Evaluation of Goals | |
| List SMART goals (Specific, Measureable, Achievable, Results-focused, and Time-bound) established for the past evaluation period. Describe how the employee accomplished those goals and assign a rating. New goals established during the review period should be evaluated and attached separately. | |
| **Goal 1** - include objectives and measures: | Exceptional  Successful  Not Successful  Deferred or In Progress |
| **Goal 2** - include objectives and measures: | Exceptional  Successful  Not Successful  Deferred or In Progress |
| **Goal 3** - include objectives and measures: | Exceptional  Successful  Not Successful  Deferred or In Progress |
| **Goal 4** - include objectives and measures: | Exceptional  Successful  Not Successful  Deferred or In Progress |
| **Overall, with regard to accomplishing goals, was the employee:**  Successful  Not Successful | |

Future Goal Planning

|  |
| --- |
| Determine SMART goals (Specific, Measureable, Achievable, Results-focused, and Time-bound) to be accomplished during the next evaluation period. Include objectives and measures for the employee to meet his/her goals. |
| **Goal 1** - include objectives and measures: |
| **Goal 2** - include objectives and measures: |
| **Goal 3** - include objectives and measures: |
| **Goal 4** - include objectives and measures: |
| *Next step: Supervisor schedules evaluation discussion meeting with employee.* |

Acknowledgements

|  |
| --- |
| Once the evaluation discussion has occurred, the employee and supervisor may enter any final comments below and must sign the PEP form acknowledging the evaluation occurred. |
| Employee Comments: |
| Supervisor Comments: |

*Signature denotes that you have discussed, read, and understand all comments in this form. It does not necessarily indicate agreement. In accordance with the timeframe outlined in UAP #3230, Section 4.5, the employee may attach a response to the evaluation, if desired****.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Employee Signature |  | Print Name |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Supervisor Signature |  | Print Name |  | Date |