

**THE UNIVERSITY OF ALABAMA SYSTEM OFFICE  
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

*Employee Name/SS#:*

*Job Title:*

*Department/Division:*

*Period of Evaluation:*

From: \_\_\_\_\_ To: \_\_\_\_\_

*Time in current position:*

<b>DISTRIBUTION INSTRUCTIONS</b>	<ol style="list-style-type: none"><li>1. Return the original form to Human Resources 500 University Blvd. East, Tuscaloosa, AL 35401.</li><li>2. Maintain one copy for your departmental records.</li><li>3. Distribute one copy to the employee.</li></ol>
--------------------------------------	---



1. Based on the employee's assigned duties and responsibilities, his/her overall performance rating is:

Needs Improvement

Meets Expectations

Exceeds Expectations

2. Discuss job performance, skills, knowledge, behavioral traits and supervisory factors (if applicable) that were observed and are reflective of the overall rating. Identify the employee's major accomplishments. (Performance factors may include: Knowledge, Skills and Abilities; Quality of Work; Quantity of Work; Work Habits; Communication; Dependability; Cooperation; Initiative; Adaptability; Judgment; and Supervisory Skills.)

3. Identify areas that need improvement and steps necessary to improve performance, including any recommended professional development.

4. Supervisor's Comments Regarding Overall Performance:



5. See Attachment for Goals and Objectives, if applicable.  Yes  No

**SIGNATURES**

Rater's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rater's Name (print): \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement.

Employee's Comments (optional):



Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Review of Goals/Objectives/Special Assignments for the Past Year (If Applicable)**

Name: N/A

1. Goal/Objective/Project/ Special Assignment

[Redacted area]

Completed  Some Progress  
 Satisfactory Progress  Not Achieved

Comments:

[Redacted area]

2. Goal/Objective/Project/ Special Assignment

[Redacted area]

Completed  Some Progress  
 Satisfactory Progress  Not Achieved

Comments:

[Redacted area]

3. Goal/Objective/Project/ Special Assignment

[Redacted area]

Completed  Some Progress  
 Satisfactory Progress  Not Achieved

Comments:

[Redacted area]

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Establishment of Goals/Objectives/Special Assignments for the Coming Year (If Applicable)**

Name: 

List below the goals, objectives, projects or special assignments which should be continued and/or completed in the coming year. It is understood that these goals, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the rater at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

1. Goal/Objective/Project/Special Assignment



2. Goal/Objective/Project/Special Assignment



3. Goal/Objective/Project/Special Assignment



Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_