



University of Massachusetts  
Office of the President

**FY 18 ANNUAL PERFORMANCE REVIEW FORM**

Employee Name			Employee ID#	
Working Title				
Department				
Review Date	From:		To:	

- I. **PERFORMANCE STANDARDS RATINGS:** Please rate the employee job performance in the following areas using the numeric definition key provided below.

**DEFINITION KEY:**

1. Failure to Meet Standards: Standards and objectives were understood. Overall performance is unsatisfactory and fails to meet basic job requirements.
2. Meets Some Standards: Some standards were met, but with notable areas for improvement.
3. Meets Standard: Consistently meets, and occasionally exceeds standards and objectives.
4. Exceeds Standards: Consistently gives extra effort and regularly produces results beyond standards and objectives.
5. Consistently and Significantly Exceeds Standards: Performs with unusual distinction, far exceeds standards and objectives for job level. Routinely goes above and beyond to achieve successful outcomes. Demonstrates high levels of skill, drive, innovation and commitment.
6. **\*Any score of 1, 2 or 5 SHOULD be accompanied by comments and explanations at the end of Part I.**

	Employee Rating	Manager Rating
<b>QUALITY/QUANTITY OF WORK</b>		
Produces consistently accurate, thorough and presentable work Responds well under pressure; meets deadlines; utilizes time efficiently Makes sound decisions Displays strong planning, organizing and problem solving skills		
<b>JOB KNOWLEDGE/SKILLS</b>		



Understands work methods, policies, procedures and equipment Able to apply work knowledge to effectively complete assigned tasks Demonstrates sound judgment Adapts to new or difficult procedures and/or changes Operates in a cost efficient and effective manner (adheres to budget)		
<b>INTERPERSONAL SKILLS</b>		
Maintains good working relationships with other employees and supervisors Works effectively as a member or leader of a team Interacts with others in a helpful and courteous manner, internally and externally Shares expertise with others seeking direction & guidance Communicates information effectively both orally and in writing		
<b>ORGANIZATIONAL/SERVICE ORIENTATION</b>		
Supports and projects departments operating principles Promotes inter/intra department collaboration and support Promotes service orientation in all aspects of job		
<b>SUPERVISION AND LEADERSHIP (IF APPLICABLE)</b>		
Demonstrates a level of leadership appropriate for the position Establishes goals; delegates and coordinates activities Ensures appropriate job training and orientation for employees Provides effective feedback (both recognition & critical) Reviews employee performance and development on a regular basis Identifies and provides opportunities for staff development Leads by example to influence and motivate direct reports and extended teams to implement and follow through on President's Office initiatives & process improvements		
<b>OVERALL SCORE (Manager Only) – If the overall score is lower than a 2.25, the Office of Human Resources should be notified by the manager.</b>	<b>N/A</b>	

**Employee Comments:**

**Manager Comments:**



**II. GOALS / OBJECTIVES & PROFESSIONAL DEVELOPMENT:** List goals and objectives from the prior year. State whether they were completed and on time. If not completed, please give the reason why in the comment box below. Next, list performance goals and objectives for the next 12 months, along with expected outcomes and target dates. Provide development objectives and action plans to achieve these objectives. The employee should list the goals initially and work with the manager to refine.

**Part 1- Goals/Objectives from prior year's APR -** List the goals/objectives from the prior year's APR. State whether or not they were met, and on time.

Goal/Objective	Expected Outcome	Completed Y or N
1		
2		
3		
4		
5		

**Employee Comments:**

**Manager Comments:**

**Part 2 –Specific, targeted goals & objectives for next 12 months**

Goal/Objective	Expected Outcome	Target Date
1		
2		
3		
4		
5		



**Part 3 – Career Development Objectives and Action Plans**

**Employee Comments:**

**Manager Comments:**

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**III. PERFORMANCE NARRATIVE**

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1. What are the areas the employee/you could have done better, and/or need improvement? What steps should they/you take to address these areas?

**Employee Response:**

**Manager Response:**



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2. (Optional) please provide up to 3/5 examples of other accomplishments that may not be listed on your goals.

**Employee Response:**

**Manager Response:**

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**EMPLOYEE SIGNATURE-** (After completion of self-evaluation).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**EMPLOYEE COMMENTS:** (After reviewing APR with Manager. Use additional paper if necessary).

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**SIGNATURES –** (After final APR review with Manager and Employee).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Next-Level Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name