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**Research Foundation *Research Project Assistant* Performance Evaluation**

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| **Employee Name:** |  |
| **Employee Title:** |  |
| **RF Assignment Number:** |  |
| **Department:** |  |
| **Reviewing Manager / Supervisor Name and Title:** |  |
| **Performance Evaluation Period:** | <insert date> to <insert date> |

**PERFORMANCE RATINGS**

The performance ratings below will be used throughout this performance evaluation where a rating is requested. Please use the alpha rating that matches most closely to the employee’s performance. If you select **“Needs Improvement”** for any of the assessments, include specifics about what areas need improvement.

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| **Performance Ratings** | |
| **Highly Effective**:  **HE** | A rating in this category indicates that the employee meets performance expectations and has generally achieved the objectives or successfully performed the tasks specified in the performance program. The employee is performing better than expected for some of the objectives/tasks assigned. |
| **Effective**:  **E** | A rating in this category indicates that the employee’s performance is at an acceptable level, however there may beneed for improvement in one or more areas of the employee’s performance. In some cases employees rated in this category are either recent appointees, trainees, or appointed to a position having new responsibilities. |
| **Needs Improvement**:  **NI** | A rating in this category indicates that the employee’s performance clearly does not meet minimally acceptable standards. There is need for immediate and significant improvement in performance. |

**Section I: PERFORMANCE FACTORS**

Review the performance factors below and for each one, *place the performance alpha rating in the box next to the performance factor.* Use the “Supervisor’s Comments” field under each factor to provide additional background information supporting the rating as appropriate and as desired. If you select the **“Needs Improvement”** rating for any of these performance factors, include specifics about what areas need improvement.

| **Performance Factor** | **Rating** |
| --- | --- |
| **1) JOB & TECHNICAL KNOWLEDGE:** Consider how well employee understands job duties and requirements, and shows competence with methods, procedures, standard practices and techniques applicable to this position. |  |
| **Supervisor’s Comments:** | |
| **2) INITIATIVE, INNOVATION, ADAPTABILITY, DECISION MAKING & PROBLEM SOLVING:** Consider the degree to which the employee is self-starting, is able to anticipate what needs to be done and takes appropriate independent action when necessary, ability to adapt to change and to explore, propose and embrace new procedures or ideas, and to adjust quickly to new situations. Consider ability to gather and analyze relevant data on matters, to identify and examine existing problems or issues in new ways, to develop and implement workable solutions, and to make sound and logical decisions. |  |
| **Supervisor’s Comments:** | |
| **3) QUALITY OF WORK & PRODUCTIVITY:** Consider the employee’s overall productivity, accuracy and thoroughness exhibited in performance of job responsibilities, whether the employee identifies ways to improve and promote quality and/or applies feedback in an effort to improve performance, and whether the employee monitors and double-checks his/her own work to ensure quality. |  |
| **Supervisor’s Comments:** | |
| **4) RELIABILITY:**  Consider the dependability, conscientiousness and responsiveness of the employee in terms of attendance and punctuality, work habits, and ability to complete assignments and meet deadlines without sacrificing quality standards. |  |
| **Supervisor’s Comments:** | |
| **5) COMMUNICATIONS, CUSTOMER SERVICE & TEAM WORK:** Consider effectiveness of employee’s interactions with colleagues, the university community and the public in the performance of job duties, how effectively he/she handles conflict and works to resolve situations in a courteous, cooperative and timely manner, and whether he/she shares knowledge and expertise with others easily and frequently. Consider employee’s effectiveness in communicating, both verbally and in writing, to actively listen to suggestions and feedback from others and respond appropriately. Consider (if applicable) employee’s demonstrated presentation skills and contributions to meetings and group discussions. |  |
| **Supervisor’s Comments:** | |

**Section III: PERFORMANCE SUMMARY:**

Based on the Performance Factors (Section II) and Accomplishment of Goals & Objectives (Section I), use the average rating of both sections to reflect the employee’s overall performance. Use the summary statement section to comment on the employee’s performance and contributions during the previous performance period, note exceptional projects or accomplishments, and describe employee’s progress in terms of previously identified areas of improvement or development activities. If feedback was received from secondary sources, include pertinent information.

**OVERALL RATING:**

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| **Supervisor’s Summary Statement** (which may include feedback from other sources): | |

**Section V: AREAS FOR IMPROVEMENT or DEVELOPMENT OPPORTUNITIES:**

If any performance factors were rated as “needs improvement,” indicate the areas where improvement is needed and/or required and the time frame in which improvements should occur. Also use this section to identify opportunities for professional growth and development for the upcoming year, including special training, classes, conferences or skill development that may enhance job performance and/or success in future assignments.

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| Areas for Improvement: | (if applicable) |
| Development opportunities: |  |

**Section VI: SIGNATURES**

Supervisor’s Signature Date

Research Project Assistant’s Signature Date

**Note: Signature by employee does not necessarily indicate an agreement with the evaluation, but rather that the employee has read the evaluation.**

**(Optional) Employee Comments** (or attach separate page if needed)**:**