

# Provisional Performance Evaluation

Employee First Name:

Employee Last Name:

Employee UGA MyID:

Employee's Manager:

Employee's Unit:

## Instructions:

Employee's Hire Date:

Please evaluate this employee based on the rating scale below. Read the Rating Scale carefully. Remember that the target score is a "3" for an employee who consistently performs their job duties. View PEP FAQs for more information on Rating and Scoring.

The Assessment Item scores will be averaged to create an overall score for each heading. Please consult your department's policy prior to the use of the "N/A" as a rating. When assigning any score of "1" or an overall score of "5" for any heading, a comment is mandatory. Comment Assistant is available for the Competency Assessment Items by selecting the 'person icon' at the top of the Comment Box and choosing the preferred comment(s). After selecting a default comment, you can modify it as needed. Additionally, free form comments are always available.

Please use this template when completing the Evaluation in PEP. Once Evaluations are submitted in PEP, they are final and require PEP HelpDesk assistance to revert.

If you have any questions about the Annual Evaluation process, please contact the PEP HelpDesk at [pep@uga.edu](mailto:pep@uga.edu)

## Rating Scale:

SCORE	RATING	DESCRIPTION
N/A	N/A	N/A, too new to rate, or does not apply
1	Needs Improvement	Does not consistently meet expected standards. Additional direction and support are needed on several behaviors.
2	Developing	Sometimes meets standards. Needs continued development (additional learning/training) or direction on one or more behaviors.
3	Consistently Delivers	Consistently meets standards. Demonstrates a strong understanding of roles and responsibilities. Requires little to no additional direction or support to achieve expected standards.
4	Exceeds Expectations	Consistently delivers on expected standards and demonstrates a pattern of one or more of the role model behaviors.
5	Role Model	Consistently exceeds or delivers beyond expected standards for all behaviors. Influences others to perform better.

## Acts with Integrity - Core Competency

N/A 1 2 3 4 5

Trust /Respect = *Treats all people with dignity, respect and fairness; Behaves and expresses oneself in an open and honest manner, is consistent in words and actions; Tells the truth even when it is difficult*

Comment:

Utilization of University Resources = *Ensures appropriate utilization of University resources including the human, financial, technical, facilities and other resources necessary to achieve the University's mission and goals*

Comment:

Work Ethic = *Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner*

Comment:

Overall Comment:

## Communicates Effectively - Core Competency

N/A 1 2 3 4 5

Active Listening = *Understands and learns from what others say*

Comment:

Conflict Management = *Maintain ability to identify and handle conflicts sensibly, fairly and efficiently*

Comment:

Verbal Communication = *Communicates information and ideas in speaking so that others will understand; Note: People who have communication disabilities may use different ways to communicate, so verbal communication is only applicable if it is within the person's normal method of communication*

Comment:

Written Communication = *Communicates information and ideas in writing so that others will understand; Note: People who have communication disabilities may use different ways to communicate, so written communication is only applicable if it is within the person's normal method of communication.*

Comment:

Overall Comment:

## Learns and Shares - Core Competency

N/A 1 2 3 4 5

Finding and Applying Knowledge = *Has the ability to locate necessary information to complete work assignments, adapt work accordingly, improve performance, and/or improve performance of peers*

Comment:

Learning Agility = *Seeks out new information and quickly applies existing knowledge and experiences to new situations or challenges*

Comment:

Sharing and Contributing = *Shares resources and knowledge in order to benefit the functioning of the team in achieving a common purpose*

Comment:

University Knowledge = *Is aware of University activities, resources, structures and processes, internal and external of one's own team or unit; Knows how work gets done and who to contact for information or assistance*

Comment:

Overall Comment:

## Makes Sound Decisions - Core Competency

N/A 1 2 3 4 5

Critical Thinking = *Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems*

Comment:

Judgment and Decision Making = *Considers the relative costs and benefits of potential actions to choose the most appropriate one*

Comment:

Process Improvement= *Practices finding ways to make existing processes faster, more accurate, more efficient, and more reliable. This practice should be considered an ongoing exercise rather than a one-time action.*

Comment:

Strategic Planning (100s-300s ONLY)= *Sets priorities, focuses energy / resources, strengthens operations and ensures that stakeholders are working toward common goals; Establishes agreement around intended outcomes / results, and assesses and adjusts the organization's direction*

Comment:

Overall Comment:

## Serves Others - Core Competency

N/A 1 2 3 4 5

Cooperation and Teamwork = *Participates willingly and does one's own share of the work; Supports team decisions; As a member of the team, keeps other members informed and up-to-date on the group processes, individual actions or influencing events*

Comment:

Service Orientation= *Helps or serves others, both internal and external to the University, in order to meet their needs; Focuses on discovering these needs and figuring out how to best meet them*

Comment:

Overall Comment:

## Supervises Others - Supplemental Competency: MANAGERS ONLY

N/A 1 2 3 4 5

Coaching and Development= *Implements a training method in which a more experienced or skilled individual provides staff with advice and guidance intended to help develop the staff member's skills, performance and career; Creates a learning culture and structures developmental opportunities for staff*

Comment:

Delegation of Work = *Thoughtfully assigns work to staff to ensure successful completion of tasks and work objectives; Has realistic expectations and perceptions of staff skills and knowledge*

Comment:

Performance Management= *Effectively and efficiently utilizes the University's performance management process; Completes supervisor training*

Comment:

Staff Morale = *Acknowledges and supports positive attitudes, job satisfaction, and the overall outlook of staff during their time at work*

Comment:

Overall Comment:

## Champions Innovation- Supplemental Competency: 100s - 300s ONLY

N/A 1 2 3 4 5

Change Management = *Prepares, supports, and helps individuals, teams and the University in making organizational change*

Comment:

Champions Innovation= *Comes up with new ideas, concepts, or methods to improve systems and/or processs and to solve problems and organizational challenges*

Comment:

Overall Comment:



## Technical Knowledge - Roles & Responsibilities

N/A 1 2 3 4 5

*Knows and understands the principle technical information required for their job*

Comment:

*Contributes ideas for technical problem-solving or process improvements*

Comment:

*Stays current with technical information required to adapt to job changes*

Comment:

Overall Comment:

## Professional Skills - Roles & Responsibilities

N/A 1 2 3 4 5

*Has the expertise and skills necessary to perform their job effectively and efficiently*

Comment:

*Adopts and applies new skills to adapt to changes in their field*

Comment:

*Readily shares skills with others to meet unit goals*

Comment:

Overall Comment:

## Job Performance - Roles & Responsibilities

N/A 1 2 3 4 5

*Performs all job-associated tasks effectively, adequately implementing their technical knowledge and professional skills*

Comment:

*Performs all job-associated tasks efficiently, to meet unit goals in a timely manner*

Comment:

*Adapts and remains productive in response to a fluctuating work environment*

Comment:

Overall Comment:

## Standard Operating Practices - Roles & Responsibilities

N/A 1 2 3 4 5

*Maintains up-to-date knowledge of applicable work-related requirements.*

Comment:

*Initiates judgment and a high level of commitment to adhering to expectations*

Comment:

*Promptly corrects and reports any known issues of noncompliance*

Comment:

Overall Comment:

## Safe Work Practices - Roles & Responsibilities

N/A 1 2 3 4 5

*Maintains up-to-date knowledge of applicable safe work practices*

Comment:

*Initiates sound judgment and a high level of commitment to adhering to safe work practices*

Comment:

*Stays alert and responsive to safety and security concerns, promptly reporting any known or suspected issues*

Comment:

Overall Comment: