# Personal performance evaluation form for administrative and support staff

The evaluation focuses on the performance of individual employees in their work tasks and on the objectives assigned for the employee in the previous development discussion or in some other corresponding manner.

The work performance of an individual is evaluated on an overall assessment with respect to the three main criteria: 1) professional competence, 2) responsibility at work and activity in the work place, and 3) quality and performance.

The manager will review the merits and apply them when formulating a proposed evaluation of performance, performance category, and performance percentage. If the out-come of the evaluation does not accord with the employee’s own view of his or her per-formance, then the employee will make a note of this and submit his or her own view and the reasons for it in a separate appendix.

## The evaluation scale

The performance categories applied shall be determined as follows:

|  |  |
| --- | --- |
| Performance category  | Percentage |
| IV | The employee’s performance is excellent and clearly exceeds all position requirements and the quantitative and qualitative objectives assigned to the employee. | min. 42 % - max. 50 % |
| III | The employee’s performance satisfies all position requirements very well. The performance exceeds the quantitative and qualitative objectives assigned to the employee in some respects. | min. 31 % - max. 42 % |
| II | The employee’s performance satisfies the requirements of the position well, and most of the objectives assigned to the employee. Performance attains a high-quality standard in key fields of duty. | min. 19 % - max. 31 % |
| I | The employee’s performance satisfies the basic position requirements and some of the objectives assigned to the employee. Some aspects of performance are nevertheless in need of improvement. | min. 6 % - max. 19 % |

## The evaluation criteria

### Professional competence

* Skills;
	+ overall command of the employee’s duties; knowledge, skills, methods and tools
	+ maintenance of professional skills
	+ ability to focus on essentials
* Personal development;
	+ how the employee responds to new challenges and ideas, and views new duties and practices
	+ an active role in improving the job
	+ how the employee improves personal skills
* Plurality of skills / special ability;
	+ whether the employee has skills exceeding the employee’s own basic duties that benefit the workplace, or some special ability or expertise
	+ general diversity of the employee’s skills or some special ability that benefits the workplace

### Responsibility at work and activity in the workplace

* Initiative;
	+ how enterprising the employee is in his/her work
	+ how the employee takes the initiative in improving working methods and the workplace
* Co-operation skills;
	+ how the employee co-operates at the workplace, and with external parties and stakeholders
	+ how the employee promotes community and a positive atmosphere
	+ how the employee deals with conflict
* Commitment to work and colleagues/co-workers,;
	+ how the employee participates in improving the workplace
	+ how the employee adheres to mutually agreed practices
	+ how the employee is committed to duties and to the aims of the employee’s workplace
	+ the extent of the employee’s involvement in discharging university community functions
	+ Employees working as a manager will be evaluated for success and improvement in managerial and leadership work (including participation in managerial and leadership training) and for managerial skills in general. The evaluation will consider how the manager supports, encourages and motivates employees to achieve their objectives and how the manager fosters a positive, effective and productive workplace.

### Quality and performance

* Productivity;
	+ achievement of, for example, quantitative objectives or deadlines imposed on the employee
* Quality of work;
	+ quality of work in relation to the demands and goals of duties
* Economy;
	+ Overall economy in discharging duties
	+ Careful of resources

## EVALUATION OF THE PERSONAL WORK PERFORMANCE

|  |  |
| --- | --- |
| **Name:** |       |
| **Position:**  |       |
| **Manager:**  |       |
| **Unit:**  |       |

The manager reviews the work performance focusing on the last two (2) years. The evaluation criteria listed above should be applied when assessing how well the employee performs the work tasks and how well goals, established in e.g. development discussions, are met.

1. **Professional competence**

|  |
| --- |
| Click or tap here to enter text. |

1. **Responsibility at work and activity in the work place**

|  |
| --- |
| Click or tap here to enter text. |

1. **Quality and performance**

|  |
| --- |
| Click or tap here to enter text. |

## EVALUATION OF THE PERSONAL WORK PERFORMANCE

### Manager’s proposal to performance category and performance percentage:

|  |
| --- |
| Current salary levels Demand level  Performance percentage **%** |
| The manager’s proposal to performance category based on documentation above:       |
| [ ]  The manager’s proposal to new performance percentage:       % | [ ]  Based on the evaluation, there is no proposal to new performance percentage |

### Manager’s grounds for the evaluation and proposal above:

|  |
| --- |
| Click or tap here to enter text. |
| [ ]  During the performance evaluation, it has been found that the performance has declined. The manager and employee have together decided on measures to support an improved performance and a schedule for following up the performance. These are described in a separate appendix. |

### We confirm that we have discussed the employee’s work performance.

Date      .     .20

Manager (     )

Employee (     )

[ ]  The outcome of the manager’s evaluation does not accord with the employee’s own view of his or her performance. The employee’s own view and reasoning is submitted as a separate appendix.

## Employer’s decision on personal performance

The performance percentage approved by the employer:       %

Salary in accordance with the new performance percentage will be paid from      .     .20

The department / unit will be compensated for the increased salary costs Yes [ ]  No [ ]

Date of rector’s decision      .     .20

Rector Karen Spens

[ ]  Rector’s decision in separate document.

Grounds for employer´s decision (if needed):