

UC Davis Staff Annual Appraisal: Supervisor View

Sample Content for both Davis & Health Campuses

Performance Appraisals are to be entered/completed in the UCPath ePerformance module.

The purpose of this document is to provide:

- A preview of the standard staff appraisal for both Davis & Health campuses
- A document in which you can type comments to copy and paste into ePerformance, if desired.

Please note that this appraisal is from the supervisor perspective so includes all content.

For employees, the only information to be entered is the Self-Evaluation and Key Goals.

For more on how to use the ePerformance system, please visit Performance Appraisal website:

hr.ucdavis.edu/performance-appraisals/system

Ratings used in Appraisal:

1. Exceptional
2. Exceeded Expectations
3. Fully Achieved Expectations
4. Some Expectations Met
5. Expectations Not Met

Section 1 - Employee Self-Evaluation

Employee Self-Evaluation

Description :

The employee details their achievements during the appraisal period. The Employee Self-Evaluation is visible from the "Review Self Evaluation" menu. The Manager can add comments as a response, if desired.

Manager Comments: *Enter response to employee evaluation, if desired.*

Section 2 - Mandatory Training

Compliance with Mandatory Training

Description :

To be eligible for an overall rating of Fully Achieved Expectations or above, the employee must be current with all mandatory training. To validate your employee's compliance, please check the UC Learning Center (<https://lms.ucdavis.edu>) for online training records. If necessary, provide the employee with a reasonable deadline to complete outstanding training.

- UC Sexual Violence and Sexual Harassment Prevention Training
- UC General Compliance Briefing
- UC Cyber Security Awareness Training
- UCDH Mandatory Annual Training (MAT) – UCDH Only
- Privacy and Security - UCDH Only
- Workplace Violence Prevention in Healthcare - UCDH Only

Is the employee currently compliant with all mandatory training? Select Yes or NO.

Manager Rating: *Yes or No*

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Sections 3 & 4- Job Functions/ Essential Functions

Performance of Key Job Functions

Description :

Supervisor rates the employee's performance of key job functions during the appraisal period. Select up to three key job functions. In the text box, type the name of the job function and then select a performance rating for each key job function. For a job function that is not selected, N/A must be selected as the rating.

The Key Job Functions are typically pulled from the Position Description but supervisors can use their discretion on what's entered here to ensure it aligns with the employee's current role and responsibilities.

Key Job Function #1

Manager Rating: *Select Rating of 1-5*

Manager Comments: *Enter name of Job Function; don't enter any other comments here.*

Key Job Function #2

Manager Rating: *Select Rating of 1-5*

Manager Comments: *Enter name of Job Function; don't enter any other comments here.*

Key Job Function #3

Manager Rating: *Select Rating of 1-5*

Manager Comments: *Enter name of Job Function; don't enter any other comments here.*

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Section 5 - Competencies

Description: Enter ratings for each competency listed, if applicable. Enter any related comments in the Manager Comments section. See definitions on HR website at hr.ucdavis.edu/performance-appraisals/core-competencies

Competency 1: Communication

Manager Rating: *Select Rating of 1-5*

Competency 2: Decision Making

Manager Rating: *Select Rating of 1-5*

Competency 3: Diversity, Equity and Inclusion

Manager Rating: *Select Rating of 1-5*

Competency 4: Health and Safety

Manager Rating: *Select Rating of 1-5*

Competency 5: Leadership

Manager Rating: *Select Rating of 1-5*

Competency 6: Problem Solving and Innovation

Manager Rating: *Select Rating of 1-5*

Competency 7: Quality Improvement

Manager Rating: *Select Rating of 1-5*

Competency 8: Service Focus

Manager Rating: *Select Rating of 1-5*

Competency 9: Stewardship and Managing Resources

Manager Rating: *Select Rating of 1-5*

Competency 10: Strategic Planning

Manager Rating: *Select Rating of 1-5*

Competency 11: Teamwork

Manager Rating: *Select Rating of 1-5*

Competency 12: Managing People (for supervisors only)

Manager Rating: *Select Rating of 1-5 or Not Applicable*

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Section 6/7– Future Goals & Expectations

Future Goals for the Employee

Description :

Instructions: The supervisor, in collaboration with the employee, develops for the employee to achieve during the next appraisal period. All goals are to be “SMART” goals, meaning: Specific, Measurable, Action-oriented, Realistic, and Time-bound.

The first goal is to be focused on how they will promote Diversity, Equity, and Inclusion.

The second goal is to be focused on their professional development.

The remaining goals should cover key performance metrics and areas of strategic importance to the work unit and organization. Up to five of the remaining goals may be used.

For guidance on goal-writing, see: hr.ucdavis.edu/performance-appraisals/writing-resources/goals

Goal #1, Focus on Diversity, Equity, and Inclusion

Manager Enter description of goal here.
Comments:

Goal #2, Focus on Professional Development

Manager Enter description of goal here.
Comments:

Goal #3

Manager Enter description of goal here.
Comments:

Goal #4

Manager Enter description of goal here.
Comments:

Goal #5

Manager Enter description of goal here.
Comments:

Goal #6

Manager Enter description of goal here.
Comments:

Goal #7

Manager Enter description of goal here.
Comments:

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Section 8 - Manager Comments

Manager Comments

Enter your overall evaluation for the employee here, including any comments related to performance in Core Competencies and the Overall Rating. There is not a specific character limit on length.

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Section 9 - Employee Comments

Employee Comments: *Employee comments that are entered after they receive the final evaluation via UCPATH ePerformance will appear here in the Historical Document.*

Section 10 - Overall Summary

Description: Enter the Overall Rating for the employee's appraisal.

Manager Rating: *Select Rating of 1-5*