

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: Continuous Improvement	
Description : Strives for high-quality performance in self and the organization. Takes initiative in an ongoing effort to improve products, services or processes to deliver optimum results. Is resourceful, seeks alternatives and broad input; measures outcomes.	
Manager Rating <input type="text"/>	
Created By: Template	03/14/2022 2:55PM
▼ Competency 2: Continuous Learning	
Description : Demonstrates responsibility and ownership for one's job and career path by identifying and expanding skillsets needed to perform successfully on the job. Consistently works to learn and increase knowledge. Asks for help when needed, admits mistakes and is open to feedback.	
Manager Rating <input type="text"/>	
Created By: Template	03/14/2022 2:55PM
▼ Competency 3: Problem Solving	
Description : Anticipates and identifies problems; conducts appropriate analysis to understand stakeholder interests. Generates and evaluates alternative solutions. Takes thoughtful risks.	
Manager Rating <input type="text"/>	
Created By: Template	03/14/2022 2:55PM
▼ Competency 4: Service Focus	
Description : Values and delivers high quality, professional, responsive and innovative service to all customers. Establishes and maintains positive, long-term working relationships.	
Manager Rating <input type="text"/>	
Created By: Template	03/14/2022 2:55PM
▼ Competency 5: Belonging and Community	
Description : Models, fosters, and promotes the University of California Principles of Community. Demonstrates empathy and respect for all people regardless of differences; promotes fairness and equity. Cultivates, champions, embodies, embraces, and supports a sense of diversity, equity, inclusion and belonging.	
Manager Rating <input type="text"/>	
Created By: Template	03/14/2022 2:55PM

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▼ Competency 6: Collaboration

Description : Interacts with others in ways that demonstrate collaboration and cooperation. Builds partnerships with others to achieve organizational results. Cultivates, builds and maintains positive relationships across the organization.

Manager Rating



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▼ Competency 7: Communication

Description : Clearly and effectively shares information both orally and in writing. Uses the most appropriate and effective medium for communicating. Adapts and adjusts messages in line with audience experience, diversity and background. Seeks input and actively listens; checks for understanding of messages.

Manager Rating



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▼ Competency 8: Change Agility

Description : Anticipates and adapts to change. Supports change initiatives by energizing others at all levels and ensuring continued commitment when faced with new initiatives. Demonstrates tolerance and adaptability when dealing with ambiguous situations. Effectively plans for change and deals with setbacks through flexibility and resilience.

Manager Rating



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03/14/2022 2:55PM

▼ Competency 9: Mission and Vision Focus

Description : Shows understanding of and commitment to the UC mission and vision.

Manager Rating



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▼ Competency 10: Stewardship

Description : Demonstrates accountability, discretion and sound judgment when utilizing tangible and intangible University resources to ensure the public trust.

Manager Rating



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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*