

ACADEMIC PROFESSIONAL REVIEW UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Name: _____	Review Date: _____
Position: _____	Date appointed to position: _____
Department/Unit: _____	Supervisor: _____

Attach a copy of the major duties and responsibilities of the position. Completion of attached Action Plan is strongly recommended as part of this review process. If the employee has written comments pertaining to this evaluation, attach them to this completed form.

PERFORMANCE RATINGS

Outstanding: Work was outstanding in nearly all areas. This is the kind of person who will keep the department and the institution successful. The employee's exemplary contributions are recognized and appreciated.

Commendable: Work has been consistently above the requirements in most areas. While the employee has a few areas to work on, his/her commitment and contribution are appreciated.

Satisfactory: Work met requirements in most areas. The employee should continue his/her efforts and the supervisor will work with the employee to help him/her attain his/her potential.

Improvement Required: Work meets only the most basic requirements of the position. While the employee may have performed acceptably in most areas, performance should be improved. Failure to show improvement may result in additional action.

Not Acceptable: Work is below the basic requirements in the critical aspects of the job and immediate improvement is required. As a result of this evaluation, the job description will be reviewed with the employee, in addition to written communication concerning expectations of job performance on a regular basis. He/she will have a period of _____ months in which to raise the evaluation. After this interval, another formal evaluation will be conducted. Failure to improve will result in notice of non-reappointment.

KNOWLEDGE

How well does the employee understand the concepts, techniques, requirements, and other aspects of the position? To what extent has he/she mastered the procedures, techniques and instructions required for the job? Does he/she keep up with trends in the field, as well as in the specific area? Does he/she have a good working knowledge of the unit and its mission and goals? How quickly and easily does the employee grasp and apply instructions and new methods?

RATING: _____

JUDGMENT

Does the employee anticipate and identify problems; evaluate alternative solutions? Is he/she open to new or different solutions? Does the employee demonstrate maturity in taking or recommending appropriate actions and in determining which problems to handle independently and which to refer to more senior personnel? Does he/she follow up on problems and help to bring about resolution?

RATING: _____

PRODUCTIVITY

How does the employee's productivity compare to others who have done or are doing the job? Does he/she consistently meet deadlines? Does he/she translate efforts and actions into tangible results? Is the employee focusing on high-impact activities? Is he/she able to work independently with little supervision?

RATING: _____

PROFESSIONAL RELATIONSHIPS

How well does the employee work with others as a team member? Does he/she act as a unifying or divisive force with others? Does the employee take the initiative in solving problems or offering solutions when appropriate? How cooperative and supportive is he/she? Does the employee express disagreement in an appropriate way?

RATING: _____

ORGANIZATION

Does the employee prioritize and plan work effectively? Is he/she able to juggle multiple projects and priorities? Is the employee a conscientious goal setter and list maker? How effective are the employee's planning skills? Is he/she proactive or does the employee react to work?

RATING: _____

RELIABILITY

Does the employee take initiative in addressing problems? Does he/she meet promised deadlines without sacrifice of accuracy, quality, or service recipient satisfaction? Does he/she report unavoidable delays in advance of deadlines? Does the employee demonstrate flexibility and willingness to assist by taking on difficult or inconvenient responsibilities? Does the employee comply with University and unit policies and procedures?

RATING: _____

SUPERVISION (if applicable)

Do people in the unit support and respect the employee? How does the employee work to develop trust?
What kind of a role model is he/she for the people supervised? Does he/she elicit cooperation from them?
Does the employee delegate tasks wisely and follow up on tasks assigned to others?

RATING: _____

OVERALL PERFORMANCE

After a careful review of the performance factors above, the employee has earned the following overall rating for this appraisal period: _____

Reviewer's Signature: _____ Date: _____

Employee's Comments:

Employee's Signature:* _____ Date: _____

* Note: Your signature does not necessarily indicate agreement with the appraisal, only that it has been discussed. You are obligated to acknowledge the appraisal if your supervisor has discussed it with you.

This form and any attached items will be placed in the employee's personnel file.