



STAFF PERFORMANCE EVALUATION

Staff performance evaluations should be completed for all non-represented, non-academic employees within UCLA Health, which includes UCLA Health System and the David Geffen School of Medicine.

Name _____ **Position Title** _____
Department/School _____ **Supervisor(s)** _____
Period of Evaluation _____

In order to be eligible for any merit award, employees must complete their annual Cyber Security Training by the set deadline.

All MSP level employees must complete a Self-Evaluation. For all other employees, Self-Evaluations are highly encouraged and left to the discretion of the Department Supervisor.

Rating Definitions

5	Role Model	Performance consistently exceeds objectives and expectations. Recognized by others for their notable and valued contributions. Produces high impact results and demonstrates behaviors and an attitude that serves as an example to others.
4	Exceeds	Performance consistently exceeds most or all objectives and expectations. Exceeds expected results while demonstrating behaviors beyond expectations.
3	Effective	Effective performance in the role, meeting most or all objectives and expectations. Produces effective results, working efficiently while demonstrating behaviors aligned with organizational expectations and values.
2	Needs Development	The employee may have met some objectives, but has not consistently met all performance objectives. Employee needs to develop and improve skills, knowledge or behavior to perform effectively in the role.
1	Unsatisfactory	May meet some performance objectives, but overall does not meet performance expectations. Immediate action is required to improve performance and/or behavior.

I. ACCOMPLISHMENTS: Completed by the Self-Evaluator. The Self-Evaluator provides a narrative of accomplishments during the review period to help inform the evaluator as they complete the performance appraisal.

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II. ATTRIBUTES: Attributes are a cluster of related abilities, knowledge, and skills that enable a person to act effectively within their role. The descriptions below reflect an employee exceeding expectations for the given attribute. Please indicate ratings for each of the attributes. Any **"1"** or **"5"** rating must be accompanied with comments. **"5"** or **"Role Model"** rating should only be used after the employee has consistently exceeded expectations in previous reviews.

		Self Rating	Supervisor Rating
<p>1. Job Ability: Understands their responsibilities and expectations, while establishing clear priorities for actions (<i>Reference and review responsibilities outlined in the Job Description</i>). Recognizes the connection between their role and the overarching goals and objectives of the department. Applies critical thinking and sound judgement in their decision making.</p> <p><u>Comments/Examples:</u></p>			
<u>Employee</u>	<u>Supervisor</u>		

<p>2. Teamwork: Builds and maintains strong working relationships with others. Viewed as a valuable team member, encouraging cooperation, collaboration and trust through their actions and contributions.</p> <p><u>Comments/Examples:</u></p>			
<p><u>Employee</u></p>	<p><u>Supervisor</u></p>		
<p>3. Communication: Applies open and honest communication, demonstrating support and empathy. Respectfully asks questions and practices active listening to gain a full understanding. Presents ideas in a concise, thoughtful and compelling manner.</p> <p><u>Comments/Examples:</u></p>			
<p><u>Employee</u></p>	<p><u>Supervisor</u></p>		

<p>4. Accountability: Accepts responsibility for work, with a willingness to acknowledge and learns from mistakes. Highly dependable and self-reliant. Manages timelines and expectations, while communicating progress accordingly. Maintains high ethical standards and treats sensitive information with strict confidentiality.</p> <p><u>Comments/Examples:</u></p>			
<p><u>Employee</u></p>	<p><u>Supervisor</u></p>		
<p>5. Excellence: Demonstrates a commitment to deliver high quality work, with an attention to detail. Continuously seeks process improvement, demonstrating analytical thinking, innovation and creative problem solving to achieve desired results. Holds themselves and their work to a higher standard than their counterparts.</p> <p><u>Comments/Examples:</u></p>			
<p><u>Employee</u></p>	<p><u>Supervisor</u></p>		

<p>6. Professionalism: Practices C-I-CARE standards when interacting with others, providing exemplary service to both external and internal customers. Maintains a business appropriate appearance and demeanor, conducting themselves in a manner that is respectful and professional at all times. Exercises resourcefulness and sound judgement when meeting the service needs of others. Respects diversity and models inclusion, fostering positive relationships throughout the institution.</p> <p><u>Comments/Examples:</u></p>			
<p><u>Employee</u></p>	<p><u>Supervisor</u></p>		
<p>7. Self-Management: Pursues continual growth and professional development. Actively seeks and accepts feedback with a sincere level of openness and self-reflection. Demonstrates personal responsibility for attitude and actions. Effectively manages time and resources to accomplish stated responsibilities and goals.</p> <p><u>Comments/Examples:</u></p>			
<p><u>Employee</u></p>	<p><u>Supervisor</u></p>		

III. CYBERSECURITY TRAINING REQUIREMENT	Met	Not Met
Completed UC cybersecurity training course if accessing UC computers or systems.		

IV. OVERALL EVALUATION AND SUPERVISOR COMMENTS:	Self Rating	Supervisor Rating
Ratings are aggregated automatically based upon competency scoring.		
OVERALL RATING		
Supervisor Comments:		

V. EMPLOYEE COMMENTS:
Employee Comments:

VI. SIGNATURES: Place a signed, completed copy in the employee's Department Personnel File. A signature does not necessarily imply agreement with the content of the appraisal.

Employee Signature

Date:

Evaluator(s) Signature(s)

Date:
