

University of Texas Health Science Center at Houston

Hourly Employee Performance Appraisal Form - Use for all non-benefits eligible casual, part-time, and temporary employees.

Employee Name		Evaluation Period	
Employee ID		Department	
Job Title		Business Unit (School, Hospital, etc.)	
Supervisor Name			

General Guidelines & Instructions

1. Manager enters their assessment of employee's performance in the form.
 - o Section I - rates each performance standard and adds comments as appropriate.
 - o Section II (Optional) – rates and enters comments for each performance goal.
 - o Section III – rates the employee's overall performance. Enter comments/assessment of their overall performance.
2. Manager sends the performance appraisal with their assessment electronically to the employee.
3. Manager schedules performance discussion.
4. The employee reviews the manager's assessment, enters comments if desired and prepares for the performance discussion.
5. Manager and employee discuss and review the performance appraisal and the optional performance goals for the next fiscal year if applicable. Make updates as required and finalize the performance appraisal.
6. Manager prints final appraisal and provides to employee to sign.
7. Employee and manager sign the printed appraisal and manager files the signed appraisal in the employee's personnel file.

Performance Rating Definitions

Exceeds Expectations	Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Goals were met.
Fully Meets Expectations	Performance consistently met expectations in all essential areas of responsibility, at times may exceed expectations, and the quality of work overall was consistently met. The most critical goals were met.
Improvement Needed	Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met.
Unsatisfactory	Performance was consistently below expectations in most areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more areas.

Section I - Performance Standards

Instructions	Rate the employee on each of the performance standards below by selecting the applicable rating.				
Rating Scale	Use the following rating scale: EE: Exceeds Expectations FM: Fully Meets Expectations IN: Improvement Needed U: Unsatisfactory				
Performance Standard	Ratings				Comments
	U	IN	FM	EE	
Exemplifies Strong Ethics, Integrity and Respect for Others Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, and supports institutional values. Complies with the ethics and standards of their professional license. Promotes a culture of inclusion built on trust, respect and dignity					
Delivers Quality Student, Patient and Customer Services Is committed to excellence. Focused on understanding the needs and delivering the highest quality of services for our students, patients and customers. Continuously looks for opportunities for improvement. Addresses problems, questions and concerns in a timely manner. Acts in a compassionate, respectful, and professional manner.					
Exhibits Teamwork and Collaboration Works effectively and cooperatively with others, is flexible and open-minded, and establishes and maintains good working relationships. Acknowledges and recognizes the contributions and accomplishments of others. Seeks opportunities to support the team.					
Demonstrates Personal Effectiveness and Accountability Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements. Communicates well both verbally and in writing. Shares information and ideas with others. Demonstrates active listening skills and interpersonal savvy. Seeks and is receptive to feedback. Maintains current skills and proactively develops new knowledge and capabilities.					
Adheres to All Work Environment, Health, Safety and Compliance Standards Adheres to all health and safety rules and requirements, departmental policies, and compliance/HOOP standards and policies. Completes all institutional mandatory, health, safety and compliance training required by job function, according to deadlines.					
Exhibits Required Job Knowledge Performs job in a manner that demonstrates necessary job knowledge, skills, and capabilities required for the position.					

Section II – Performance Goals & Objectives (Optional)

Instructions	List the employee's performance goals for the period being evaluated. Select the appropriate level of attainment in the rating field by clicking a radio button for each goal. Enter key accomplishments in the Comments field.				
Rating Scale	Use the following rating scale: U: Unsatisfactory IN: Improvement Needed FM: Fully Meets Expectations EE: Exceeds Expectations				
Performance Goals	Rating				Comments
	U	IN	FM	EE	
1.					
2.					
3.					

Section III – Summary of Overall Performance

Instructions

Select the appropriate radio button below to indicate the employee's overall rating for the performance period.

Overall Rating

Unsatisfactory	Improvement Needed	Fully Meets Expectations	Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Summary of Overall Performance

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Signatures

We certify by our signatures below that this performance evaluation has been discussed and finalized.

Employee		Date	
Manager/Supervisor		Date	
Senior Manager/Supervisor		Date	