

EPA Performance Evaluation Template

Name _____ Position _____
Performance Cycle or Period _____ to _____

- 1 **Consistently Below Standards** – performance at this level is unacceptable and immediate improvement is required. An overall rating at this level indicates pending non-renewal.
- 2 **Below Standards/ Needs Improvement** – meets some standards but immediate improvement is needed in order to achieve functional performance level.
- 3 **Meets Standard Expectations** – This is the minimally expected performance. The individual is effective in competently achieving the basic work performance and quality required of the position.
- 4 **Above Standards** – performance exceeds basic expectations. The individual routinely exhibits mastery of the job and is known for the quality of work performed and the leadership of his or her respective area.
- 5 **Consistently Above Standards** – performance consistently exceeds basic expectations. The individual is recognized for exceptional achievement and professional contribution to the university.

Rate, using these factors, how the individual:

Job Expertise and Knowledge

1. demonstrates expertise and knowledge of subject matter required to be successful in the job.

1 2 3 4 5

Performance of Duties

2. contributes in a constructive and positive manner to the Mission and Strategic Goals of the University.

1 2 3 4 5

3. demonstrates competence in achieving the expected quality of work. This includes being proactive in identifying and addressing issues before they become crises; creatively and effectively using problem-solving skills; and strategically utilizing available resources.

1 2 3 4 5

4. honors and complies with applicable federal and state laws (such as the Fair Labor Standards Act, Civil Rights Act, etc.), and UNC and UNCW policies and regulations

1 2 3 4 5

Vision/ Leadership

5. has a strategic vision for the unit or project he or she manages and takes responsibility to foster the realization of that vision. This includes the promotion of a work environment in which individuals regularly seek to improve performance, and which values diversity and equal opportunity.

1 2 3 4 5

Interpersonal Skills

6. works cooperatively and harmoniously with colleagues and stakeholders.

1 2 3 4 5

7. communicates effectively, both verbal and written, in a manner that maintains the dignity of the university. This includes treating subordinates, colleagues, and members of the university community with dignity and respect.

1 2 3 4 5

Professional Judgment and Behavior

8. models exemplary professional behavior through the demonstration of honesty, fairness, and respect and the fostering of ethical behavior in the workplace. This includes representing the university well both on campus and in the community. (If a cabinet member, the individual honors the compact.)

1 2 3 4 5

Professional Development

9. is an active member of appropriate professional organizations, groups, and/or committees and fosters the professional development of subordinates.

1 2 3 4 5

Other Factors and/or specific duties may be identified by the Supervisor and added at the beginning of the review period. Such additions should be enumerated starting here in the template. (If a WORD version of this document is needed, please contact the Human Resources Division.)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Comments (Optional)