

Employee Work Profile

Performance Evaluation

The following pages are printed separately from the remainder of the EWP because they contain confidential employee information.

Employee Name:		Employee ID#:	
Position Number:		Department/Division:	
*Rating Earned	Core Responsibilities - Comments on Results Achieved		
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	1. Performance Management -		
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	2.		
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	3.		
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	4.		
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	5.		
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	6.		

* See ratings definitions on page 4.

Rating Earned	Special Assignments - Comments on Results Achieved
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	1.
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	2.
Rating Earned	Objectives and/or Competencies - Comments on Results Achieved
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	1. Customer Service - *If employee works onsite at the VCU Health System, the use of an additional Customer Service evaluation tool is encouraged – see www.vcu.edu/hr/perfmgt for more information.
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	2.
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	3.
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	4.
<input type="checkbox"/> Extraordinary Achiever <input type="checkbox"/> High Achiever <input type="checkbox"/> Achiever <input type="checkbox"/> Fair Performer <input type="checkbox"/> Unsatisfactory Performer	5.

Employee Development Results

Annual Requirements

Activity:

*Valid licensure/certification/registration

*Safety and emergency preparedness training

*Employee Health update

*Age-specific competency assessment

Review Worker's Right-To-Know Statement for applicability

Other: _____

Other: _____

Current? If so, date completed?

Yes _____ Date No N/A

Yes _____ Date No N/A

Yes _____ Date No N/A

Yes _____ Date No N/A

Yes _____ Date No N/A

Yes _____ Date No N/A

Yes _____ Date No N/A

*Required for employees working on-site at the VCU Health System

Other Significant Results and Overall Comments:

Overall Rating Earned:

- Extraordinary Achiever** – Work that is characterized by sustained exemplary accomplishments at the highest level throughout the rating period; providing exemplary support to the contributions of the organization. Performance that consistently exceeds and sometimes far exceeds the criteria of the job function. Typically demonstrating full mastery of knowledge, skills and abilities; required work; and behavioral competencies.

Attach copies of Acknowledgement of Extraordinary Achievement forms issued during this cycle. An employee must receive at least one Acknowledgement of Extraordinary **Achievement** form during the performance cycle to be eligible for an overall "Extraordinary Achiever" rating during the same performance cycle. Receipt of an Acknowledgement of Extraordinary **Achievement** does not guarantee an overall rating of " Extraordinary Achiever."

- High Achiever** – Work that is characterized by a consistently high level of accomplishment; meeting and often exceeding performance targets of core responsibilities; providing significant support to the contributions of the organization. Typically independently demonstrating highly proficient knowledge, skills, and abilities; required work; and behavioral competencies.

- Achiever** – Work that is characterized by achieving results at a level that generally met and sometimes exceeded performance targets of core responsibilities; providing commendable support to the contributions of the organization. Typically demonstrating fully proficient knowledge, skills and abilities; required work; and behavioral competencies (with only a few improvement areas).

- Fair Performer** – Work that requires improvement to fully meet the performance targets of core responsibilities in one or more areas; providing basic support to the contributions of the organization. Typically performing in the beginner or developmental stage of demonstration of knowledge, skills and abilities; required work; and behavioral competencies.

Complete the Employee Development Plan portion of the Performance Plan. To assist in improving performance for the next evaluation cycle, enter specific Learning Goals and Learning Steps/Resource Needs on the Employee Development Plan. **Note-** it is recommended that this rating not be given to an employee for more than one performance cycle. The employee's performance must either improve to the Achiever level or the continuing poor performance should be addressed using the evaluation process (i.e., "unsatisfactory performer") or the formal disciplinary process.

- Unsatisfactory Performer** – Work that fails to meet the criteria of the job function; generally falling well short of performance targets of core responsibilities (even though sometimes approaching targets); providing minimal support to the contributions of the organization. Generally performing below the beginner developmental stage of demonstration of knowledge, skills and abilities; required work; and behavioral competencies.

Attach copies of Notice of Improvement Needed forms issued during this cycle. An employee must receive at least one Notice of Improvement Needed form during the performance cycle to be eligible for an overall "Unsatisfactory Performer" rating during the same performance cycle. **Note:** An employee who earns an overall rating of "Unsatisfactory Performer" must be reviewed again within three months.

Review of Performance Evaluation

Supervisor's Signature: _____ Date: _____

Reviewer's Comments:

Reviewer's Signature: _____ Date: _____

Employee's Comments:

Employee's Signature: _____ Date: _____