# UW Facilities Classified Staff Performance Evaluation

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| Name | Job Title | Area |
| Anniversary Date | Evaluation Period | Supervisor |

Performance evaluations are intended to be a constructive process to enhance communication and encourage an employee’s successful performance in their position. The supervisor will discuss specific performance criteria and expectations with the employee and will provide a copy of the job description for the position.

The performance summary should include examples of behaviors to celebrate, improvements made, improvements needed, as well as an average performance assessment for the past year.

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| Safety | Follow safety rules, procedures and practices.  Attend safety training as scheduled and apply the principles learned.  Report unsafe conditions and report accidents.  *Participate in training sessions.* |
| performance summary | |
| Work Practices | Provide the highest quality work the most efficient and effective manner.  Accomplish work in accordance within departmental practices.  Anticipate, recognize and resolve problems when they occur in the planning and  accomplishment of work.  Accomplish work consistent with protocols, rules, regulations, procedure, and law.  Take full responsibility for the work you do.  Support and follow management policy and decisions.  Take initiative to get things done; avoid giving excuses.  *Participate in training sessions.* |
| performance summary | |
| Communication | Raise the problem to your lead or supervisor when necessary.  Use appropriate forms of communication for the situation.  Work hard at being understood and work hard at understanding.  Avoid negative verbal or body language communication.  Avoid engaging in gossip and rumors.  Respect feelings of others and offer respectful feedback only in private.  Protect confidentiality and privacy.  Understand and use the chain of command.  Demonstrate a positive, optimistic, success-oriented attitude.  *Promote a hospitable workplace.* |
| performance summary | |
| Teamwork | Set a personal example of understanding, tolerance, respect for differences, and promote  an inclusive and welcoming work climate.  Strive to prevent workplace conflict.  Be open to ideas and suggestions from others.  Promote respect and high morale.  Promote the success of colleagues, team and the organization.  Work together toward a common goal.  *Acknowledge and be open to receiving feedback* |
| performance summary | |
| Customer Service | *Complete or escalate customer requests as instructed.*  *Respond to customers timely and with a sense of urgency.*  *Represent the department with professionalism, tact, and courtesy.*  Communicate effectively and appropriately with customers.  Provide work status and schedule updates without making excuses or blaming others. |
| performance summary | |

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| Employee Comments |

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| Employee Name/Signature | Date |
| Supervisor Name/Signature | Date |
| Manager Signature | Date |