**Research Staff Annual Performance Evaluation**

**PART 1: RESEARCH STAFF SELF ASSESSMENT ANNUAL PERFORMANCE EVALUATION**

(To be completed by Research Staff and provided to the supervisor prior to meeting)

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| --- | --- |
| Employee Name: |  |
| Position Title: |  |
| Department/Center: |  |
| Supervisor: |  |
| Evaluation Period: |  |
| Date of Evaluation: |  |

Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Self-Rating** | Outstanding | High-Performing | Successful | Fair | Unsatisfactory |
| Demonstrates knowledge, skills, and ability to fulfill job functions |  |  |  |  |  |
| Meets expectations of the position description and communicated expectations |  |  |  |  |  |
| Responds positively to work demands |  |  |  |  |  |
| Follows established procedures and protocols for the role |  |  |  |  |  |
| Productivity, Reliability, and Time Management |  |  |  |  |  |
| Attendance/Punctuality |  |  |  |  |  |
| Engages with others in a collegial, ethical and civil manner |  |  |  |  |  |
| Communicates effectively and responds in a timely manner |  |  |  |  |  |
| Exhibits cooperation with others |  |  |  |  |  |
| Professionalism |  |  |  |  |  |

|  |  |
| --- | --- |
| Provide comments outlining the self-rating(s) provided above.  |  |

|  |  |
| --- | --- |
| **Goals, Objectives, & Results** |  |
| List Goals from previous year and state if the goal was achieved, partially achieved, or not achieved. Please provide comments on the goal and progress to date. If no goals or objectives were previously assigned or discussed, describe work efforts or projects, focusing on measurable outcomes that supported your unit’s mission and contributed to team success. |  |

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| --- | --- |
| List Goals for the upcoming Evaluation cycle. Please include a target date for completion. |  |

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| --- | --- |
| **Accomplishments & Awards** |  |
| Summarize major accomplishments and awards, including special projects, outreach, improvement made, contributions to the team or department, etc. |  |

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| --- | --- |
| **Additional Activities** |  |
| List teaching/mentoring activities (if applicable) |  |
| List publications/technical reports (if applicable) |  |
| List service activities (if applicable) |  |

**Research Staff Annual Performance Evaluation**

**PART 2: RESEARCH STAFF SUPERVISOR ANNUAL ASSESSMENT**

(To be completed by the Supervisor prior to meeting)

Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor-Rating** | Outstanding | High-Performing | Successful | Fair | Unsatisfactory |
| Demonstrates knowledge, skills, and ability to fulfill job functions |  |  |  |  |  |
| Meets expectations of the position description and communicated expectations |  |  |  |  |  |
| Responds positively to work demands |  |  |  |  |  |
| Follows established procedures and protocols for the role |  |  |  |  |  |
| Productivity and Time Management |  |  |  |  |  |
| Attendance/Punctuality |  |  |  |  |  |
| Engages with others in an ethical and civil manner |  |  |  |  |  |
| Communicates effectively |  |  |  |  |  |
| Exhibits cooperation with others |  |  |  |  |  |
| Responsive to questions and concerns |  |  |  |  |  |
| Professionalism |  |  |  |  |  |

**Overall Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Outstanding | High-Performing | Successful | Fair | Unsatisfactory |
| Overall Current Performance |  |  |  |  |  |

Comment on the overall assessment provided.

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**Research Staff Annual Performance Evaluation**

**PART 3: ANNUAL PERFORMANCE EVALUATION DISCUSSION AND EXPECTATION DISCUSSION**

(To be completed by the Research Staff and Supervisor during the annual performance Evaluation meeting)

During the annual meeting, it is recommended that staff and supervisors discuss the Part 1 and Part 2 of this assessment. Together, the staff and supervisor should discuss the ratings, strengths and weaknesses, expectations, and goals for the upcoming year.

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| **Include discussion points and expectations here, including goals for the upcoming year:** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Signature: |  |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervisor Signature: |  |  | Date: |  |