**Employee Name:** Click here to enter employee name.

**Notes:** Performance evaluations for URA-AFT employees eligible for the Staff Compensation Program (SCP) must be completed by April 30 of each fiscal year. For more detailed instructions, see the UHR website (http://uhr.rutgers.edu/) or call 848-932-3020 and ask to speak to an HR Consultant.

## SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties (**usea word or short phrase to describe the duty) of the position.
2. Indicate the **priority percentage** for each duty (should total 100%).
3. **Appraise each duty** in Sections 3 & 4 (the following page), then **transcribe the rating** to the column below*.*

|  |  |  |
| --- | --- | --- |
| **Key Duties** | **Priority** | **Rating** |
| 1. Teaches limited resource target audiences, according to specific program qualifications and guidelines, using pre-approved lessons and/or curricula while maintaining a professional demeanor and maintaining confidentiality at all times..
 | 60% | Choose item from list. |
| 1. Accurately and neatly completes assigned paperwork in a timely fashion.
 | 20% | Choose item from list. |
| 1. Maximizes collaboration among agency staff, select class participants, and volunteers.
 | 10% | Choose item from list. |
| 1. Other duties, as assigned.
 | 10% | Choose item from list. |

**SECTION 2: OVERALL ASSESSMENT**

Based upon the appraisal rating for each key duty and its priority level, indicate the employee’s overall appraisal rating which reflects his or her performance during the past year by checking one of the categories below. Use the following rating scale and provide comments to explain your rating. (Check only one.)

[ ] **Meets Standards.** This rating encompasses a wide range of performance from employees satisfactorily meeting job expectations to making exceptional contributions in advancing the objectives of their departments and/or the university.

[ ] **Does Not Meet Standards.** Employees who do not satisfactorily meet job expectations and **overall** do not consistently perform their assigned responsibilities adequately will be given this rating. Employees who receive this rating will be provided specific guidelines on how to improve performance and will be reevaluated again by October 15 of this year.

**Note: Performance in the higher priority duties should have a greater impact on the overall assessment than performance in the lower priority areas.**

**Employee Name:** Click here to enter employee name.

**Comments (add pages as necessary):**

Click here to enter comments.

Employee Name: Click here to enter employee name.

### Key Duty #1: Teaches limited resource target audiences, according to specific program qualifications and guidelines, using pre-approved lessons and/or curricula while maintaining a professional demeanor and confidentiality at all times.

**Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.**

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

[ ] Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards:

Teaches as outlined in the Nutrition Education Process Manual; exhibits an understanding of the cultural diversity within the audience/participants; teaches participants how to transmit the learning experiences to others in the family (when appropriate); total number of program adults seen over the past 12 months Click here to enter number.; number of new adults enrolled over the past 12 months Click here to enter number.; total number of adults that completed the program (graduates) Click here to enter number.; total number of adults enrolled in Department of Labor programs that completed the program Click here to enter text.; total number of adult groups seen over the past 12 months Click here to enter text.; total number of youth seen over the past 12 months Click here to enter text.; total number of youth groups seen over the past 12 months Click here to enter text.; learned to teach Click here to enter text. new lessons over the past 12 months.

Separates work responsibilities from personal activities; understands and respects unit office operations; manages time well; reports to work on time; adheres to the designated time set aside for breaks and lunch; interacts well with program participants; interacts well with colleagues; establishes rapport with team members (peer co-workers); demonstrates enthusiasm for the job; protects the confidentiality of program participants; exhibits understanding of cultural diversity of peer co-workers.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

[ ] **Meets Standards**

[ ] **Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

Employee Name: Click here to enter employee name.

**Key Duty #1: Teaches limited resource target audiences, according to specific program qualifications and guidelines, using pre-approved lessons and/or curricula while maintaining a professional demeanor and confidentiality.**

Click here to enter text.

Employee Name: Click here to enter employee name.

### Key Duty #2: Accurately and neatly completes assigned paperwork in a timely fashion.

**Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.**

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

[ ] Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards:

Maintains records as instructed; collects appropriate level of detail on diet recalls; collects pre- and post-data on participants as outlined in *The Nutrition Education Process Manual* (NEPM); turns in all reports/paperwork per supervisor’s instructions; turns in success stories to supervisor (as appropriate).

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

[ ] **Meets Standards**

[ ] **Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

Employee Name: Click here to enter employee name.

Key Duty #2: Accurately and neatly completes assigned paperwork in a timely fashion.

Click here to enter text.

Employee Name: Click here to enter employee name.

### Key Duty #3: Maximizes collaboration among agency staff, select class participants, and volunteers.

**Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.**

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

[ ]  Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards

Identifies potential new site contacts and reports them to supervisor; attends a meeting at the proposed site and assists supervisor in completing a Participating Partners Agreement with the agency; discusses possible new contacts with representatives from existing sites; communicates with agency contacts on an on-going basis; talks to site representative(s) to see if they are satisfied with the progression of the class and to ensure that site’s needs are being met; scouts for potential new employees within classes, if supervisor indicates a need; markets need for volunteers to current site(s), as needed; exhibits a good working relationship with volunteers; communicates support needs to site contacts, as needed and appropriate; assists supervisor in giving recognition to groups/organizations who collaborate with the program.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

[ ] **Meets Standards**

[ ] **Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

**Employee Name:** Click here to enter employee name.

### Key Duty #3: Maximizes collaboration among agency staff, select class participants, and volunteers.

Click here to enter text.

Employee Name: Click here to enter employee name.

### Key Duty #4: Other Duties As Assigned

**Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.**

**SECTION 3: PERFORMANCE STANDARDS**

For each key duty, describe the performance expectations for the Meets Standards level of performance for the current evaluation process.

[ ] Check here and detail on an attached page if standards are being modified for next year’s evaluation process.

Meets Standards: (duty assigned per First Level Supervisor or State level staff if applicable).

Click here to enter text.

**Does Not Meet Standards:**

## SECTION 4: APPRAISAL & DOCUMENTATION

#### Appraisal

Check only one rating level to appraise the employee’s performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

[ ] **Meets Standards**

[ ] **Does Not Meet Standards**

#### Support for Appraisal

#### Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

Employee Name: Click here to enter employee name.

**Key Duty 4: Other duties, as assigned**.

Click here to enter text.

Employee Name*:* Click here to enter employee name.

## SECTION 5: PERFORMANCE IMPROVEMENT OR ENHANCEMENT

To be completed by supervisor based on performance ratings from prior year and performance expectations for upcoming year. Must be completed and specific guidelines provided on how to improve performance if overall evaluation is “Does Not Meet Standards”.

## SECTION 6: SIGNATURES AND COMMENTS

Overall Appraisal Rating (from Section 2): [ ] Meets Standards

 [ ] Does Not Meet Standards (will be re-evaluated by October 15 of this year)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Click here to enter a date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First-Level Supervisor Date

Comments:

Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Click here to enter a date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Second-Level Supervisor Date

Click here to enter text.

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Date

**Notes:** An employee’s signature does not necessarily indicate agreement with this evaluation. An employee may request a review of the evaluation in accordance with Article 38, Section E of the negotiated [URA-AFT Agreement](file:///C%3A%5CDocuments%20and%20Settings%5Cpolino%5CLocal%20Settings%5CTemp%5CURAAFT_agreement.pdf) and as explained in the “Review Process If SCP Procedure Is Not Followed” available on UHR’s website (http://uhr.rutgers.edu/), or by calling University Human Resources at 848-932-3020.