



Performance Rating Scale

1 – Does Not Meet Expectations | 2 – Needs Improvement | 3 – Meets Expectations | 4 – Exceeds Expectations | 5 – Exemplary

General Information

Employee Name	<input type="text"/>	Date of Evaluation	<input type="text"/>
Employee Job Title	<input type="text"/>	Review Period	<input type="text"/>
Supervisor	<input type="text"/>	Supervisor Job Title	<input type="text"/>

Contributions to Student Success

Performance Rating

Execution of Administrative Responsibilities

Performance Rating

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Efforts to Advance Division-Wide Initiatives, Including Strategic and DEI Plans

Performance Rating

Performance and Personal Goals for Next Review Period

Verification of Review

Employee: By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation. You may respond to this performance assessment in writing, within 10 days of the date on this evaluation.

Supervisor: By signing this form, you confirm that you have reviewed all applicable documents (e.g. Goals submitted via Qualtrics, Employee Self-Assessment) in assessing the employee’s performance. If employee provides a written rebuttal/response, you will acknowledge in writing receipt of rebuttal/response within 10 working days, noting changes, if any, in the annual written evaluation made as a result of the employee’s written rebuttal/response. If you have rated the employee a 1 or 2 in any category, you must prepare a Performance Remediation Plan in consultation with the employee, in accordance with UGA Academic Affairs Policy Manual 1.06-1.

Employee Signature	<input type="text"/>	Date	<input type="text"/>
Supervisor Signature	<input type="text"/>	Date	<input type="text"/>
Reviewed by VPSA (VPSA Signature Required)	<input type="text"/>	Date	<input type="text"/>