
Log in by using your ITS Username and password (same as your UH email)
Select appropriate option. Keep in mind that Performance Expectations **MUST** be completed in order for you to initiate a Performance Evaluation.
Select the employee you are evaluating.
### Supervisors shall review the Performance Factors prior to completing the actual evaluation.

**Performance Factors**

<table>
<thead>
<tr>
<th>PERFORMANCE FACTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Review and consider the performance factors applicable to the job when determining the rating for each of the Performance Categories)</td>
</tr>
</tbody>
</table>

- **PROBLEM SOLVING AND DECISION MAKING**: Displays ability to define a problem, develops workable and realistic alternatives, and selects appropriate alternative to resolve problem.
- **PLANNING, ORGANIZING AND IMPLEMENTING TASKS OR PROJECTS**: Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.
- **DEPENDABILITY**: Completes job assignment and projects with minimal supervision. Meets schedules and deadlines.
- **COOPERATION**: Accepts instructions, assignments, technical guidance in a cooperative manner. Works with other employees to accomplish program or project goals and objectives.
- **EFFORT AND INITIATIVE**: Displays positive and supportive effort and initiative.
- **COMMUNICATION SKILLS**: Possesses effective communication skills: oral, written, listening.
- **INTERPERSONAL RELATIONS**: Establishes and maintains effective working relations with employees and others within and outside the organization/University.
3. Employee who performs unsatisfactorily are also evaluated after six months to determine performance improvement.

4. You may evaluate a former employee who transferred to another unit during the evaluation period.

5. For a new hire who began his/her employment after November 1\textsuperscript{st}, please be sure to update the evaluation period accordingly.
Overview of Performance Evaluation rating sheet

### Categories

<table>
<thead>
<tr>
<th>Categories</th>
<th>Exceptional</th>
<th>Meets</th>
<th>Does Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency: Possesses and applies knowledge and skills necessary to do the job or complete the project.</td>
<td><img src="#" alt="Circle" /></td>
<td><img src="#" alt="Circle" /></td>
<td><img src="#" alt="Circle" /></td>
</tr>
<tr>
<td>Quality: Work is accurate, neat and thorough. Employee is able to apply instructions, technical principles and methodologies; analyzes and interprets findings; and interpret applicable laws, policies, rules and regulations.</td>
<td><img src="#" alt="Circle" /></td>
<td><img src="#" alt="Circle" /></td>
<td><img src="#" alt="Circle" /></td>
</tr>
<tr>
<td>Productivity: Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.</td>
<td><img src="#" alt="Circle" /></td>
<td><img src="#" alt="Circle" /></td>
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</tbody>
</table>

**Comments** (Achievements, areas for improvement, general feedback)

**Overall Performance Rating**
- Overall Exceptional - all 3 categories rated Exceptional
- Overall Meets - a combination of Meets and Exceptional ratings
- Overall Does Not Meet - a rating of Does Not Meet in any category

Select Ratings

Continue
University of Hawai‘i
Performance Evaluation System

Position No: 0091435, ACADEMIC SUPPORT

Performance Categories:
(Based on and in consideration of the Performance Factors, rate the employee in all 3 Performance Categories)

Note: An overall performance rating of 'Does Not Meet' requires that the supervisor provide supporting rationale for the rating and discuss this matter with the appropriate Dean, Director or designee (See AP A9.170 for complete details). Although not intended specifically for this purpose, the 'Comments' section should be utilized to provide the supporting rationale.

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>EXCEPTIONAL</th>
<th>MEETS</th>
<th>DOES NOT MEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETENCY: Posesses and applies knowledge and skills necessary to do the job or complete the project.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>QUALITY: Work is accurate, neat and thorough. Employee is able to apply instructions, technical principles and methodologies; analyze and interpret findings; and interpret/apply applicable laws, policies, rules and regulations.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>PRODUCTIVITY: Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

Click appropriate button to input your rating

DOES NOT MEET in any one category will result in an overall DOES NOT MEET rating.
It is highly recommended that comments are afforded to the employee to acknowledge outstanding performance as well as substandard performance.

An overall performance rating of EXCEPTIONAL requires EXCEPTIONAL rating in all categories.
Supervisors are required to meet and discuss the performance evaluation with their employee. Similar to the Performance Expectation meeting, the date of the meeting is documented here. Once it is submitted, the employee will receive an automated email and will be provided an opportunity to comment if they wish.