***-----This period -----***

**A.** [**Overall rating**](http://hrweb.berkeley.edu/performance-management/tools/rating-scale)**:**

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| **Annual period:**  This form shows example language for three overall performance ratings – Exceeds Expectations, Meets Expectations, and Needs Improvement. It is not necessary to provide the rating for each goal, but only an overall rating in section A (behind this text box). | **Exceptional** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement\*** | **Unsatisfactory\*** |

\*By checking Needs Improvement or Unsatisfactory, you must complete a Performance Improvement Plan [(PIP)](http://hrweb.berkeley.edu/sites/default/files/PERFORMANCE%20IMPROVEMENT%20PLAN%20TEMP-PLATE.doc) for this employee

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| **Probationary period:** | **Meets Expectations** | **Does Not Meet Expectations** | **Period end date:** Click here to enter a date. |

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| **B. Top 3-5 Goals *for this review period*** Goals at the start & during the period. Comments at the end of the period |
| 1. Create and issue regular financial reports – internal    1. Independently issue accurate financial reports within 5 business days after month-end close.    2. Reports passed through established accuracy checks before being sent out.    3. If errors are discovered, corrections sent out promptly (within 10 business days) Comments   Exceeds Expectation Example: Anne consistently takes a leadership role to facilitate on time reporting. She has taken ownership of the reports, ensuring they are completed, checked for accuracy, and issued in less than 5 business days. She is working to identify process improvements, to increase the turnaround. In the 3 instances were errors were identified after the fact (not due to her work), she corrected the reports within 5 days or less. She promptly alerted me and the management team to the issue, and provided an action plan of how the immediate issue was being addressed, and steps being taken to address the cause of the error.  Meets Expectation Example: Anne regularly prepares the 6 reports designated as month end reconciliations, issuing them within 5 business days or less in the last 12 months. She independently checks and self edits her work, and insures the reports are passed through the accuracy checks before being issued. In the three instances when errors were discovered (not due to her work), I was promptly notified and the corrections were issued within 10 business days.  Needs Improvement Example: The 6 monthly reports required for internal financial results are not yet consistently being produced within 5 business days after month end close (see attachment of submission dates). Reports continue to be reviewed by myself to insure accuracy. In 3 instances of errors (not due to her work), the corrections took more than 10 business days to process (see attachment) This will need to be an area of focus in the coming year. |
| 1. Provide requested ad hoc financial and data analysis    1. Requests are acknowledged in 24 hours, and delivery deadlines met    2. Develop familiarity with key systems (for new to UC position) within 6 months of start date.       1. Data available       2. Appropriate uses   Exceeds Expectation Example: Anne rapidly developed functional knowledge of the 5 systems necessary for her job, and has since continued to develop greater capability with the key data anaylis systems. She has become a power user on one system, proactively creating reports that address issues facing the department. She has offered brown bag sessions to managers on capabilities of the system and the types of questions they can answer.  Meets Expectation Example: Anne has developed a functional knowledge of the 5 systems necessary for the performance of her job in both routine reporting and data analysis. With this understanding, she is now completing analysis as requested by various departments. Requests are being acknowledged (generally within 24 hours), and all delivery deadlines have been met (see attachment).  Needs Improvement Example: Anne is has not yet mastered 2 of the 5 systems necessary for the performance of her job. As a result, I’ve been drawn in to run financial and data analysis. This is an area that will be addressed in the coming year. |
| 1. Create and publish regular financial updates to campus    1. Independently submit regular forecasts and variance analysis by or before due date.    2. Reports passed through established accuracy checks before being submitted.   Exceeds Expectation Example: Anne has developed strong relationships with campus finance offices, and has identified a calendar of reports for the year – building preparation into her work process. All requested reports were submitted a day early, and accuracy checks are built into the process. She is in contact with the campus budget office to be aware of additional requests, and has helped shape the nature of some of the requests. I am constantly receiving positive accolades from internal and external customers and colleagues for her excellent work.  Meets Expectation Example: Anne prepares the quarterly variance reports on time, with accuracy verification. She responses to the requests from campus, and keeps track of their needs and requests. . I have received several positive comments from campus counterparts.  Needs Improvement Example: Quarterly forecasts were submitted late in 3 instances this year. One required the work of myself to complete after budget office called 3 days after the due date, inquiring about it. This most be an area of focus and improvement in the coming year.  Comments |
| 1. Represent School of Aeronautics in workgroups and committees   Exceeds Expectation Example: Anne has been an active and influential participant in budget meetings and in two workgroups that she have been involved with. She has developed strong relationship with our campus counterparts, and is an identified thought leader on issues that have a direct impact on the School and on other academic departments.  Meets Expectation Example: Anne has been a dedicated presence for School of Aeronautics in the campus Budget meetings and two workgroups. She consistently updates me and the management team as appropriate about the significant issues covered. I’ve received several positive comments from her peers.  Needs Improvement Example: Anne has not taken an active part in the budget committee, nor in two workgroups that she was asked to bring the School’s perspective to. After being contacted by the chairs of each of the two work groups, Anne and I had a discussion about the importance of attending these workgroups. This will be an area of development for the coming year. |
| 1. Continue professional development - Learn a new skill or ability and demonstrate on the job.   Exceeds Expectation Example: Anne is tech savvy and independently developing solutions for some of the antiquated systems. She has helped the School of Aeronautics develop new ways to use CalPlanning, BAIRS and BFS. She is also learning to use Tableau.  Meets Expectation Example: Anne is tech savvy and frustrated with some of the antiquated systems. She is helping the School of Aeronautics develop new ways to use CalPlanning, BAIRS and BFS.  She is also learning to use Tableau.  Needs Improvement Example: Anne is frustrated with some of the antiquated systems and has taken an interest in learning how to use CalPlanning, BAIRS and BFS. This will be an important goal for her to focus on in the coming year. |
| Supervisor Initials:       Date: Click here to enter a date. Employee Initials:       Date: Click here to enter a date. |

**C. Comments on Overall Performance:** Provide a brief description of what the employee accomplished this year. Comments are **required** for ratings *above or below* Meets Expectations—refer to the [Core Competencies](http://hrweb.berkeley.edu/sites/default/files/attachments/behavioral-anchors-matrix-core-competencies.pdf) and [Operating Principles](http://vcaf.berkeley.edu/what-we-do/leading-best-practices/operating-principles). Describe specific behaviors that illustrate where performance in one or more competencies needs improvement or exceeds expectations. Highlight opportunities for growth and development; recognition received.

Exceeds Expectation Example: Anne has consistently exceeded my expectations for this role. She brings a strong sense of leadership to the role and department, independently addresses challenges and concerns with suggested solutions that are in the best interest of the School. She has developed strong relationships with her peers within the School, and across the campus financial community, which has enabled the School’s perspective to be well represented and help influence campus decisions. The next year will be one of further strengthening our data analysis capability.

Meets Expectation Example: Anne has met all expectations in this role, coming up to speed on campus-specific systems and generating routine and ad hoc reports in an accurate and generally timely fashion. The focus next year will be one of further developing our data analysis capability.

Needs Improvement Example: There are several key areas in this role which will need to be addressed. A plan will be put in place for this development.

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**D. Which Operating Principles did this year’s performance best support?**

*We include and excel, together* *We imagine and innovate* *We simplify* *We are accountable to each other* *We focus on service* *N/A*

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| **E. Signatures:**  **Employee:**  My signature indicates I have received a copy of this review. *You may attach a response.*  Name:  Signature:       Date: Click here to enter a date.  Employee is unavailable for signature or refused to sign | **Supervisor:**  Name:  Title:  Signature:  Date: Click here to enter a date.  Next Level Supervisor (if required):  Title:  Signature:  Date: |

***------ Next period’s section B -----***

**B. Top 3-5 Goals & Expectations *for next period***

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