

## Research Corporation of the University of Hawai'i 12-Month/Needs-Based Performance Evaluation

### GENERAL INFORMATION:

G1	<b>Name:</b> (Last, First)		<b>Project Name:</b>	
		<b>Employee ID#:</b>	<b>Distribution Code:</b>	
G2	<b>Job Title:</b>		<b>Type of Evaluation</b> (Select from Dropdown):	
G3	<b>Period FROM:</b>		<b>Period TO:</b>	

### RATING DEFINITIONS:

G4	3	Merit	Sustained exceptional performance. Achievements are clearly the best among peers or have significance to project outcomes.
	2	Satisfactory	Performance satisfies the requirements of the job. Performance meets standards set for the position on a consistent basis.
	1	Needs Improvement	Improvement needed in job performance (e.g., job competence, knowledge, skills, abilities, conduct, etc.)
	0	Unsatisfactory	Performance completely fails standards established for the job.

### SECTION 1 - PERFORMANCE COMPETENCIES:

<b>Instructions:</b> Enter the rating, which describes the employee's work performance. Include your written comments as applicable. The scores will automatically add up to the Total and Average Score Section 1. <b>Rating Value:</b> 3 = Merit, 2 = Satisfactory, 1 = Needs Improvement, 0 = Unsatisfactory		Click on Box for Drop Down of scores. Select score of applicable rating level as defined in Ratings Definitions.															
S1-1	<b>Attendance/Work Habits:</b> Appropriate use of paid/unpaid leave, reliable to meet project's workload, maintains required hours, effective use of time.																
	<b>Cooperation:</b> Ability and willingness to work with associates, superiors and others. Develops cooperation while working toward solutions and goals.																
	<b>Communication:</b> Communicates timely and effectively to superiors/coworkers.																
	<b>Dependability/Commitment to Work:</b> Conscientious, responsible, reliable with respect to work completion.																
	<b>Initiative:</b> Works independently toward project's or job's goals. Improves working skills and abilities.																
	<b>Learning Ability/Knowledge of Job:</b> Readily grasps new job requirements. Has a clear understanding of facts or factors pertinent to the job.																
	<b>Productivity:</b> Completes all assignments on time within acceptable standards. Submits assignments timely. Operates with a clear sense of priorities.																
	<b>Quality of Work:</b> Thoroughness, accuracy and neatness of work. Takes appropriate action to reduce errors.																
	<b>Overall Support &amp; Contributions to Success of Project:</b> Measurable contributions that produced significant impact to the success of the program or project during the rating period.																
<b>Safety Awareness:</b> Contributes to and encourages a safe work environment. Follows safety rules, follows good practices, takes proper care of equipment. Reports safety incidents/accidents in a timely manner.																	
S1-2	<b>Total Score for Section 1</b>																
S1-3	<b>Average Score for Section 1</b>																
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center;"><b>Overall Rating</b></td> <td style="text-align: center;"><b>Score Ranges</b></td> </tr> <tr> <td></td> <td style="text-align: center;">Merit</td> <td style="text-align: center;">2.4 - 3.0</td> </tr> <tr> <td></td> <td style="text-align: center;">Satisfactory</td> <td style="text-align: center;">1.6 - 2.3</td> </tr> <tr> <td></td> <td style="text-align: center;">Needs Improvement</td> <td style="text-align: center;">1.0 - 1.5</td> </tr> <tr> <td></td> <td style="text-align: center;">Unsatisfactory</td> <td style="text-align: center;">0.0 - 0.9</td> </tr> </table>				<b>Overall Rating</b>	<b>Score Ranges</b>		Merit	2.4 - 3.0		Satisfactory	1.6 - 2.3		Needs Improvement	1.0 - 1.5		Unsatisfactory	0.0 - 0.9
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**SECTION 2 - EMPLOYEE PERFORMANCE NARRATIVE (enter comments in box below):**

S2-1	<b>1) Demonstrated strengths and accomplishments:</b>		
S2-2	<b>2) Areas requiring improvements, and actions needed to demonstrate improvement in work performance and/or job competence:</b>		
S2-3	<b>Employee Comments (if additional space is needed, please provide your PI/Supervisor with an attached narrative, which must be reviewed/signed by PI):</b>		
S2-4	<b>EMPLOYEE SIGNATURE:</b> By signing below, I am acknowledging that my supervisor reviewed this performance evaluation with me. Check either "Yes" or "No" below to certify the following: I have completed all mandatory trainings and/or requirements as defined in my job description.		
	<b>Yes</b> <b>No</b>	<b>Print Name:</b>	<b>Signature:</b> <b>Date:</b>

**SECTION 3 – ADMINISTRATIVE REVIEWS:**

S3-1	<b>SUPERVISOR/MANAGER:</b> (Person who completed this evaluation. If Principal Investigator is the same as Supervisor, move to line S3-2).		
	<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
S3-2	<b>PRINCIPAL INVESTIGATOR:</b> Sign and Date to certify: 1) The evaluation was reviewed with Employee and 2) If Employee is not compliant with trainings/requirements, it is my responsibility to ensure that the Employee is compliant within a reasonable time frame.		
	<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Sign and submit to RCUH HR Department via RCUH HR Portal (eUpload). Please email <a href="mailto:rcuhr@rcuh.com">rcuhr@rcuh.com</a> if you have any questions.</b>			
S3-3	<b>RCUH HUMAN RESOURCES ONLY:</b>		
	<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>