

**UNC Asheville
EHRA SAAO Tier II & IRIT Performance Evaluation**

**Employee's Self-Report and
Supervisor's Evaluation**

Employee's Name:	
Title:	
Department:	
Division:	
Evaluation Period:	July 1, 2022 – June 30, 2023
Evaluation Conducted by:	
Evaluator's Title:	
Date Self-Report Completed by Employee:	
Date Evaluation Completed by Supervisor:	

The major strategic themes of the UNC system-wide strategic plan are *Affordability, Accessibility, Student Success, Economic Impact, and Excellent and Diverse Institutions*. <https://www.northcarolina.edu/strategic-planning>

UNC Asheville's core values of *Diversity and Inclusion, Innovation, and Sustainability* and strategic directions of *Academic Rigor, Student Success, Community Engagement, and Organizational Capacity* align closely with the UNC system's strategic plan. <https://strategicplan.unca.edu/>

Note: Tier II employees are required to use the evaluation process described in the UNC System's [300.2.18\[R\] Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act \(EHRA Non-Faculty\)](#)

**UNC Asheville
EHRA Staff Performance Evaluation**

Section I. Employee's Self-Report: Strategic Overview of Responsibilities and Key Accomplishments

**UNC Asheville
EHRA Staff Performance Evaluation**

Section II. Employee's Self-Report: Progress towards Pre-Established Goals for Current Evaluation Period (3-5 goals and 2 pages). *Goals should represent key initiatives and are not intended to reflect all projects or activities accomplished during the year.*

Goal #1:

Strategic Alignment:

Status:

Goal #2:

Strategic Alignment:

Status:

Goal #3:

Strategic Alignment:

Status:

**UNC Asheville
EHRA Staff Performance Evaluation**

Goal #4:

Strategic Alignment:

Status:

Goal #5:

Strategic Alignment:

Status:

**UNC Asheville
EHRA Staff Performance Evaluation**

Section III. Employee's Self-Report: Identify new or ongoing SMART* Goals for Upcoming Evaluation Period (3-5 goals and 2 pages). *Goals should represent key initiatives and are not intended to reflect all projects or activities to be accomplished during the year.*

**Specific, Measurable, Achievable, Results-Focused, Time-Bound*

Goal #1:

Strategic Alignment:

Status:

Goal #2:

Strategic Alignment:

Status:

Goal #3:

Strategic Alignment:

Status:

**UNC Asheville
EHRA Staff Performance Evaluation**

Goal #4:

Strategic Alignment:

Status:

Goal #5:

Strategic Alignment:

Status:

UNC Asheville
EHRA Staff Performance Evaluation

Section IV. Employee's Self-Report of Supervisory, Managerial, and Leadership Skills

- I had responsibility for the supervision, management, and/or leadership of others during this evaluation period.
- I did not have responsibility for the supervision, management, and/or leadership of others during this evaluation period.

Supervision & Management

Hires, trains, and develops capabilities of others; evaluates performance; disciplines and counsels. Builds trust and positive relationships. Communicates effectively. Works through conflicts to achieve positive outcomes. Provides timely guidance and feedback to help staff strengthen specific knowledge and skill areas needed to accomplish short-term and long-term tasks, solve problems, and services. Considers the skills, knowledge, and expertise of the assigned individual and the characteristics of the assignment or project. Monitors the results of delegations, assignments, or projects. Provides coaching and guidance; maintains accountability for end results and final products. Completes evaluations of staff by due dates. Reads self-report before writing evaluation of EHRA staff. Talks with employees before finalizing evaluations. Discusses performance during past year, current activities, and future goals, projects, and expectations. Establishes SMART goals. Ensures appropriate staffing and coverage. Operates within established financial and other resources. Fosters productive environment of teamwork and collaboration. Addresses challenges and problems promptly and professionally.

Leadership

Supports the UNCA and UNC strategic plans. Ensures that services and practices are consistent with the university's mission. Sets a high standard for integrity and respect and is consistently viewed as objective and fair. Chooses ethical action under pressure, avoids situations that are inappropriate or that present a conflict of interest, and holds self and others accountable for ethical decisions. Complies with personnel and EEO policies and safety requirements. Engenders trust by communicating openly with others, shares feedback in a constructive fashion, and addresses problematic situations head-on in a spirit of positive confrontation. Serves as a model of cooperation, sharing, and goodwill. Appreciates individual and cultural differences and treats all people with dignity and respect. Assumes good intentions and practices selfless leadership. Sets up others for success and inspires others to reach their personal best and stand out among their peers.

**UNC Asheville
EHRA Staff Performance Evaluation**

Section V. Employee's Self-Report: Additional Information/Overall Comments

Service

- *Campus – participates on campus committees, teams, task forces, projects, etc. as member, chair, ex officio, etc.*
- *Community - participates in local and community organizations and initiatives that directly or indirectly benefit the University.*
- *Professional Organizations – makes presentations and/or participates on committees, teams, task forces, projects, etc. as member, chair, ex officio, etc.*

Professional development activities during FY2022-2023

Professional development goals for FY2023-2024

Additional Information / Overall Comments

Employee's E-Signature: _____
(to be signed before submitting to supervisor)

Date: _____

**UNC Asheville
EHRA Staff Performance Evaluation**

Section VI. Supervisor's Evaluation

- I concur with the employee's self-report.
- I concur with the employee's self-report, as modified (see below).
- I do not concur with the employee's self-report.

Supervisor's Comments

Overall Evaluation for FY2022-2023:

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations

Supervisor's Signature: _____ Date: _____
(to be signed after discussion with employee)

Employee's Signature: _____ Date: _____
(to be signed after discussion with supervisor)