

University of South Carolina

Employee Performance Management System

Planning Stage/Review for Period Ending: _____

Name: _____

USCID: _____

Job Class: _____ Slot: _____

Job Title: _____

Department: _____

General Instructions

Planning Stage

The supervisor should meet with the employee to discuss the job duties, performance characteristics, objectives and success criteria for the rating period. The EPMS form must be signed by the supervisor, reviewer and employee. The original document should be retained by the supervisor for use during the actual rating process. A copy should be given to the employee.

Job Duties – List the most important functions for successful job performance. Normally, 80% of duties are based on the employee's position description. Include success criteria to clearly communicate performance expectations and provide clear and concise directions for the employee to use in managing daily performance. Assign each job duty a numerical weight based on its importance to overall job success. **NOTE:** Supervisors must be rated on timely completion of EPMS evaluations.

Performance Objectives – The assignment of objectives is optional.

Performance Characteristics – List the performance characteristics and definitions directly related to the employee's job. **NOTE:** Supervisors must be rated on Promoting Equal Opportunity.

Weight/Rate Job Duties/Objectives

Weight – Assign each job duty/objective a numerical weight (percentage) reflective of its importance to overall job success. (This percentage is not necessarily equal to the value assigned on the position description as a percentage of time). Assigned weights must total 100%, including no more than 15% assigned for performance objectives.

Evaluation Stage

Completion of the evaluation is based on the employee's performance for the entire rating period. Job duties and objectives are rated on how well the employee has met the success criteria outlined in the planning stage. Performance characteristics are rated as "successful" or "unsuccessful," while job duties/objectives are rated as:

Exceptional: Work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably above the requirements of the job duties. Rating range is 2.5 and above.

Successful: Work that is characterized by the successful mastery of the criteria of the job duty or objective. Rating range is 1.5 to 2.4.

Unsuccessful: Work that does not meet the criteria of the job duty or objective. Rating range is 1.4 and below.

Appraisal Results – Once the weight and rating are entered for the performance of all job duties/objectives, an overall EPMS evaluation score automatically will populate the appraisal results section of this form. If an "Unsuccessful" rating is contemplated, consult HR1.36, Performance Appraisal for Classified Employees Policy, the Division of Human Resources' Office of Employee Relations, or the human resources officer on your campus.

Performance Summary and Improvement Plan – Should denote the employee's strengths and weaknesses. Recommendations for improvement should be outlined if needed.

Employee Comments – The employee is permitted to comment regarding the performance evaluation. Additional pages may be attached if necessary.

Signatures – The final evaluation must be signed by the supervisor, reviewer and employee, and submitted to the Division of Human Resources Office of Employee Relations.

3. **Duty:** Assign a weight from 1 to 100 to indicate the significance of the duty: _____

Success Criteria:

Actual Performance:

Unsuccessful

Successful

Exceptional

Score

4. **Duty:** Assign a weight from 1 to 100 to indicate the significance of the duty: _____

Success Criteria:

Actual Performance:

Unsuccessful

Successful

Exceptional

Score

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Section III — Performance Characteristics

1. **Characteristic/Definition:** [Rating of this Performance Characteristic is not required for non-supervisory staff]

Promoting Equal Opportunity: Includes meeting affirmative action goals in such areas as hiring, promotion; or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social/economic equal opportunity goals. **NOTE: All supervisors and managers must be rated on this Performance Characteristic if their job duties or responsibilities include or impact hiring, promoting, or placing employees, supervising, purchasing or contracting.**

Successful

Unsuccessful

Not Applicable

2. **Characteristic/Definition:**

Successful

Unsuccessful

3. **Characteristic/Definition:**

Successful

Unsuccessful

4. **Characteristic/Definition:**

Successful

Unsuccessful

5. **Characteristic/Definition:**

Successful

Unsuccessful

EPMS Appraisal Results

Select the performance rating that falls within the calculated numeric rating.

Note: Refer to instructions if an "Unsuccessful" performance level is contemplated.

Total Numeric Rating: _____

Exceptional Performance: Range is 2.5 and above.

Successful Performance: Range is 1.5 to 2.4.

Unsuccessful Performance: Range is 1.4 and below.

Comments on Rating:

EPMS Performance Summary and Improvement Plan

1. Identify the employee's major performance strengths and weaknesses.

2. Identify action recommended for the employee to take in order to improve performance or potential:

EPMS Employee Comments

Optional Employee Comments on This Performance Review:

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Additional Page**

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Signature Page

1. Planning Stage

The position description for this position (is / is not) correct. If the position description is not correct, it must be revised to reflect new duties at this time.

Supervisor (Rater): _____ Date: _____

Reviewer: _____ Date: _____

Employee: _____ Date: _____

(Signature does not necessarily denote agreement with planning stage, only that the employee was given the opportunity to discuss the planning stage with the supervisor.)

2. Official Review

The position description for this position (is/ is not) correct. If the position description is not correct, it must be revised to reflect new duties at this time.

Supervisor (Rater): _____ Date: _____

Reviewer: _____ Date: _____

Employee: _____ Date: _____

(Signature does not necessarily denote agreement with official review, only that the employee was given the opportunity to discuss the official review with the supervisor.)

(Sign originals in blue ink.)