

STAFF PERFORMANCE EVALUATION

University of Idaho

Name: Jeff Yeo Department: Taylor Ranch Field Station
Position Title: Research Scientists/Manager Rating Period: 7/1/93 to 6/30/94
Exempt * Classified * PayGrade Step Type of Evaluation: ANNUAL

Describe the performance for each applicable category by providing written comments and examples in accordance with the employee's job description. Check the rating for each applicable category:

U = Unsatisfactory, IN = Improvement Needed, SS = Satisfactory/Solid,
HC = Highly competent, E = Exceptional, NA = Not applicable

1. PRODUCTIVITY: HC

Consider the number of assignments completed and the amount of work performed, taking into account the nature of the work, working conditions, and the amount of responsibility assigned. Consider how well the employee manages time and resources efficiently.

Jeff is an extremely hard worker. I look forward to the opportunity of spending more time working with Jeff and developing a strategic plan for the WRC and Taylor Ranch to take full advantage of his energy and productivity.

2. QUALITY OF WORK: HC

Consider thoroughness, accuracy, and orderliness, of work completed by this employee.

Jeff produces high-quality work. His articles in the "Frankly Speaking" newsletter for the FC-RNRW newsletter have been excellent as was his article in the *Idaho Forester* and the paper to the FC-RNRW Future Visions conference for which he was senior author. Again here, strategic planning and subsequent prioritizing and management offer opportunities for increased quality of work across the spectrum of assignments.

3. COMMITMENT, DEPENDABILITY, AND ADAPTABILITY: SS

Does the employee possess knowledge of established policies and procedures; put forth extra effort when needed and approved in emergency or deadline situations; refrain from abusing leave practices; arrive on time for scheduled work; demonstrate flexibility to adapt to unanticipated schedule changes and changes in departmental programs.

Jeff is highly committed and dependable, as he must be while working so far from the college and without supervision. He delivers on time and projects a demeanor of commitment. I feel Jeff could strengthen his adaptability through exposure to different kinds of people, perspectives, situations and world views. The interpersonal skills training offered by the college would be an excellent way to do this and Jeff is scheduled to participate. Jeff is an expert wildlife biologist and natural scientist but can grow through exposure to understanding of social science, recreational and experiential perspectives of wilderness that will make up part of the WRC mission.

DECISION MAKING AND INITIATIVE: SS

How well does the employee resolve day-to-day problems; take responsibility for and make decisions within assigned authority; and ensure decisions are made at or referred to appropriate administrative level. Evaluate demonstration of imagination, innovation, and ambition as well as tendency to take the initiative in determining what needs to be done.

Jeff continually exercises initiative and willingly makes decisions. He is learning to consult a broader range of viewpoints. Jeff is not afraid to move ahead making use of available knowledge, and this is a strength.

5. COMMUNICATION: HC

Consider how well the employee responds effectively and courteously; keeps appropriate people informed; conveys a professional image to others; ensures that oral and/or written communications are complete, clear and understandable; exchanges information when needed.

Jeff is a good writer, an improving speaker and is doing a much better job of keeping me informed. The latter is difficult because of my heavy travel schedule and duties as dean. Communications should be much easier for both of us when I can concentrate full-time on responsibilities as WRC director.

6. INTERPERSONAL RELATIONSHIPS: HC

Consider how well the employee maintains working relationships; supports and respects others; demonstrates tact and diplomacy; maintains sensitivity; contributes to improving the level of employee morale; recognizes quality work accomplished by others; cooperates with and obtains cooperation from others.

Jeff is personable and congenial but can continue to grow through self-knowledge and exposure to a wider range of viewpoints—such as he will receive in the interpersonal skills training. Personal relationships are an area where Jeff has many positive skills and attributes that make this area an opportunity for continued growth.

7. TASK AND PROJECT MANAGERMENTS: HC

Consider how well employee develops and meets priorities, schedules and deadlines; develops methods and procedures; monitors quality control and work completion within given level of resources; maintains an effective level of service in assigned areas.

Jeff is improving his organization which, combined with his strong work ethic and productivity, make him a good project manager.

HUMAN RESOURCE MANAGEMENT: HC

Consider how well the employee provides supervision, feedback, and training; performance planning and appraisals; guidance for developing goals and objectives consistent with the organization; resolves personnel issues; utilizes skills and abilities of staff.

Jeff does an excellent job working with the interns at Taylor Ranch. He had worked well with faculty on projects. Dealing with cooperators is a continuing challenge for everyone in WRC, perhaps most challenging for Jeff in his sensitive location at WRC. The interpersonal skills training will give Jeff additional skills for this.

9. ADDITIONAL CATEGORIES: NA

Add any department-specific elements that are pertinent to performance and are not evaluated above. (Optional)

SUPERVISOR'S GENERAL COMMENTS:

Please provide general comments concerning the employee's performance, covering any of the following: (a) changes in this employee's performance since the previous evaluation; (b) this employee's strength and weakness; (c) areas which need immediate correction; and (d) goals/objectives or a work plan for the next year. Please attach the current position description against which performance was evaluated.

Jeff is doing a good job. He and I need to communicate more and spend more time together in order to reach a common understanding and vision for the Wilderness Research Center. I am impressed with Jeff's high energy, commitment and productivity. It must be very frustrating for Jeff trying to get to see me and communicate with me, given other demands on my time and the distractions of being dean. I'm looking forward to working more closely with Jeff. We should be a good team emphasizing his natural science and my social science perspectives.

S RECOMMENDATION:

Place an X in the appropriate recommendation below. The recommendation should weigh the evaluation in relation to the particular job description and reflect the overall effectiveness of the employee in this position.

I recommend the following:

- Terminate or Reassign []
- Counsel and Place on Probation []
- Recognize and Encourage []
- Recognize and Commendation [X]
- Recognize with Distinction []

EMPLOYEE'S COMMENTS:

Please comment, if you wish to, on any subject such as: conditions and circumstances you have identified as helping or hindering your performance. Comment on accomplishments of the past year; specific plans for your professional growth; specific targets to be achieved during the next evaluation period; how the supervisor can assist you in meeting your goals; or anything else you would like to add.

see attachment

I agree with this evaluation

I do not completely agree with this evaluation for the following reasons:

My performance was reviewed with me on 4-19-94 Jeffrey Yip
 (Date) (Employee's Signature)

Rated by John C. Hendee Dean 4/19/94
 (Signature of Immediate Supervisor) (Title)(Date)

Reviewed by _____
 (Signature of Next Higher Administrator, as Appropriate) (Date)

All three signatures are required.

Please distribute copies of the completed evaluation form as follows: Original to the employee's open file in the Human Resources Office; a copy to the evaluator's departmental file; a copy to the employee.

Please refer to the "Faculty-Staff Handbook," sections 4560 and 4565. The associate director of human resources will work directly with the supervisor and dean/director in these cases.