

**2021**

**PERFORMANCE  
EVALUATION**

**EMPLOYEE GUIDE**

**UNIVERSITY of HOUSTON**

**HUMAN RESOURCES**

# MANUAL DOCUMENT INSTRUCTIONS

## Part 1: To be completed by Staff Member

### List your Goals and Specific Job Responsibilities for Calendar Year 2021:

List your top 2 to 5 goals completed during the period January 1, 2021 through December 31, 2021.  
Please also include your specific job responsibilities that tie into these goals.

### Comments:

Submit any comments or details regarding these goals which you would like to be considered when your performance is evaluated.

### Staff Member's Signature/Date:

Sign and date the document indicating that you completed the section.

### Staff send to your manager once completed:

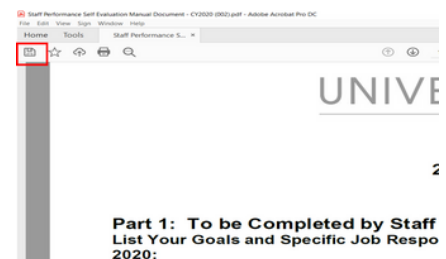
Send this to your manager no later than April 30, 2021.

---

## To complete Part 1 of the Staff Performance Evaluation Document follow the steps below:

### Step 1:

Save the document to the file of your choice.



### Step 2:

Enter your name, employee ID, department, and manager's name. You can type this information directly into the document.

Staff Member:  Empl ID:   
Department:   
Manager:

### Step 3:

List at least 2 and up to 5 goals and specific job responsibilities that tie into these goals for the period January 1, 2021 through December 31, 2021. See the Staff Evaluation Sample document for an example of how to complete this section.

**Part 1: To be Completed by Staff Member:**

- List at least 2 and up to 5 Goals for Calendar Year 2020; please also include specific job responsibilities that tie into these goals.

**\*\*Helpful Hint: You can copy and paste this information from P.A.S.S. if it has already been created.**



• **Comments:**

### Step 4:

Submit any comments or details regarding these goals, which you would like to be considered when your performance is evaluated.

**\*\*Helpful Hint: You can copy and paste this information from P.A.S.S. if it has already been created.**

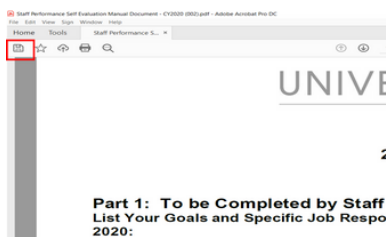


### Step 5:

Sign and date the document indicating it is complete.

Staff Member's Signature:

Date:



### Step 6 (Final Step):

Save all changes. Email your completed document to your manager no later than **April 30, 2021**.