



2025-26 Annual Performance Evaluation Template

View Printable Employee Review

Manager Evaluation: UAMS -
2025/2026 Non-Classified
Annual Review:

Actions

09/01/2025 - 08/31/2026
Evaluated By:



- Introduction
- Organization
- Performance
- Goals
- Overall Rating
- Supporting Documents
- Acknowledgement
- Summary**



Rating Definitions

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Rating

Rating Description

Answer

select one ▼

select one

Unsatisfactory

Needs Improvement

Satisfactory

Above Average

Exceed Standards

Unsatisfactory ▼

Performance generally fails to meet the established expectations or requires frequent, close supervision of worker.

Needs Improvement ▼

Performance meets some of the job expectations, but does NOT fully meet the remainder.

Satisfactory ▼

Performance meets all the essential work objectives. Occasionally exceeds management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

Above Average ▼

On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.

Exceed Standards ▼

Performance consistently exceed position requirements, goals, and management expectations. Resourcefulness and depth of program and technical knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievement.



HR

Employee: Initial WD Notification

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Complete Self Evaluation

Self Evaluation: UAMS - 2025/2026 Non-Classified Annual Review:

Review Period 09/01/2025 - 08/31/2026

Employee Performance Evaluation Policy https://secure.compliance360.com/ext/DyNAuV_wQ8WzXtgW576skg==

Get Started

- Annual Evaluations have been temporarily postponed from the Sept 1 launch and will redeploy soon with a revised template. More detailed communication will be shared at a later date.
- Employees will receive a notification in their WD inbox to complete the self-assessment first.
- After the self-assessment, the evaluation template routes to the Manager or their proxy/delegate for completion. The proxy/delegate must be assigned the Performance Management Administrative Support (PMAS) security role in WD.



Employee: Introduction

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Introduction

Question **Policy and Expectations:** After the employee's self-evaluation, the manager is expected to meet with the employee to discuss their performance review. The employee's electronic acknowledgement is a required step to complete this business process. **The employee must complete the acknowledgement step in Workday, with or without comments.** (Note: Acknowledgement does not mean the employee agrees or disagrees with the rating. It indicates that the supervisor has discussed the rating with the employee). If the employee fails to complete the required acknowledgement section within 15 business days, the business process will be manually advanced by OHR.

A copy of the completed evaluation will remain available to both the employee and manager in the employee's personnel file. Employees have 15 business days from the date of acknowledgment to formally request a reconsideration of their performance evaluation.

Please review Administrative Guide 4.2.09, Employee Performance Evaluations Policy, for more details.

I have read and understand the information above and acknowledge my responsibilities in this process.

Rating *

Summary

Overall Rating Weight 0

Calculated Rating (empty)

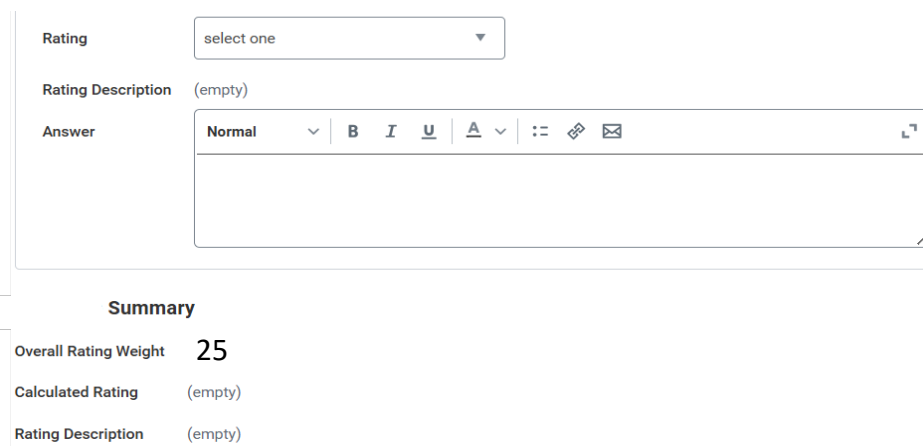
Organization

This section of the evaluation assesses how the employee demonstrates behaviors that align with the organization's core values.

Question: 100% - Core Values

*To what extent does the employee exemplify the UAMS CARES values — **Compassion, Attention, Respect, Empathy, and Service** — in their interactions with patients, families, students, and colleagues?*

Weighting 100



The screenshot shows a web-based evaluation form. At the top, there is a 'Rating' dropdown menu with 'select one' as the current selection. Below it is a 'Rating Description' field, which is currently empty. Underneath that is an 'Answer' section containing a rich text editor with a toolbar (bold, italic, underline, link, etc.) and a large text area for the response. At the bottom of the form, there is a 'Summary' section. This section displays 'Overall Rating Weight' as 25, 'Calculated Rating' as empty, and 'Rating Description' as empty.

- Both the Employee and Manager will complete this section.
- Only one question.
- Must copy the percentages as listed down to the corresponding “weighting” line.
- Rating and Answer will appear after each question.
- Overall rating weight worth 25% of the evaluation.

Performance

This section assesses the employee's performance based on the primary duties and responsibilities of their position during the evaluation period. Ratings should reflect the employee's overall effectiveness in meeting job expectations and achieving the responsibilities of their role.

Responsibility * **Normal** **B** **I** **U** **A**

10% - Provides HR policy guidance and interpretation.

Weighting

Rating *

Rating Description (empty)

Comment **Normal** **B** **I** **U** **A**

Remove

Responsibility * **Normal** **B** **I** **U** **A**

20% - Manages and resolves employee relations issues. Conducts effective, thorough, and objective investigations. Partners with the Employee Relations and Legal Department as needed.

- Both the Employee and Manager will complete this section.
- The number of responsibilities vary by employee – pulled directly from the Job Responsibility WD profile.
- Must copy the percentages as listed down to the corresponding “weighting” line. Must total 100%.
- Rating and Answer will appear after each responsibility.
- Overall rating weight worth 75% of the evaluation.

Goals

This section captures individual goals established by or for the employee, and may also include applicable team, department, or organizational goals. Employees and managers are encouraged to develop SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals and discuss progress regularly in the coming year to support ongoing performance, development, and accountability.

Goal * Normal ▼ B I U A ▼ :: 🔗 ✉ 🔍

Correct Press Ganey. Roll it out a second time correctly with the proper bandwidth. Get support from senior leadership and buy in. Look at phased approaches. Start with nursing or clinical. Faculty.

Description Normal ▼ B I U A ▼ :: 🔗 ✉ 🔍

Due Date MM / DD / YYYY 📅

Category 📋

Status select one ▼

Weighting 0

Employee

Comment Normal ▼ B I U A ▼ :: 🔗 ✉ 🔍

Press Ganey

[History](#)

- Optional but encouraged.
- Both the Employee and Manager have an opportunity to complete this section.
- Number of goals vary by employee.
- Pulled from Performance>Goals in WD or past evaluations (*Note: These two areas feed into each other*).
- Able to update current goals or add new ones.
- Rating and Answer will appear after each goal.
- For tracking purposes only; not factored into overall rating of the evaluation.



Supporting Documents (optional) team **uams**

Supporting Documents

Please provide documentation that supports the assigned rating, such as professional achievements, Individual Development Plans (IDPs), goals, disciplinary actions, awards and recognition, or other relevant examples. This is especially encouraged for ratings of Unsatisfactory or Exceeds Standards to provide additional context and ensure consistent evaluation practices.

Drop files here

or

Select files

- Optional but encouraged.
- Both the Employee and Manager have an opportunity to complete this section.
- Number of attachments may vary by employee.

For

Overall Process [UAMS - 2025/2026 Non-Classified Annual Review:](#)

Overall Status In Progress

Instructions As the manager, it is now time to discuss the performance review with the employee. Schedule a time with your employee. You will want to either pull up the performance review on screen to discuss or you may elect to print off the performance review for your discussion.

- Follow the below instructions on how to pull up the review during your meeting.
- Step 1: Click on the employee's name above
 - Step 2: Navigate to the Performance section of the worker profile and select that tab
 - Step 3: Click on the performance review tab
 - Step 4: To view on screen - click on View next to the performance review to be discussed
 - To create a PDF = click Create New PDF to generate a printable document of the review

Once you have discussed the evaluation with the employee, return to this inbox item and submit. This will send the evaluation to the employee to acknowledge receipt of the evaluation.

Submit

Save for Later

Close

*****Reminder for Managers or Performance Management Admin Support (PMAS) security role to meet with employees to discuss evaluation ratings.***



HR

Employee: Acknowledgment (required) **team uams**

Awaiting Your Action



Acknowledge Receipt of Performance Review:
My Tasks - 55 second(s) ago

Provide Employee Review Comments



[Manager Evaluation: UAMS - 2025/2026 Non-Classified Annual Review](#)

Evaluated By

Review Period 09/01/2025 - 08/31/2026

*You and your manager have completed the performance evaluation process. Please acknowledge that your supervisor met with you to discuss your assigned ratings.
Note: This acknowledgment does not indicate agreement or disagreement with the ratings provided.*

*This step must be completed to successfully complete the business process in Workday. If you fail to complete the required acknowledgment step within **15 business days**, the business process may be manually advanced by the Office of Human Resources (OHR).*

Get Started

Provide Employee Review Comments

Manager Evaluation: UAMS -
2025/2026 Non-Classified
Annual Review:

Actions

09/01/2025 - 08/31/2026

Evaluated By:



Summary



Acknowledgement

Acknowledgement

Employee

Status *

Search

☐ Acknowledge review with
comments

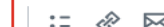


☐ Acknowledge review without
comments



a value.

Comment



****Acknowledgements with comments routes back to the Manager or PMAS for review.**

- Required step for the Employee.
- Will appear in the employee's WD inbox.
- Must be completed to successfully close out the business process in WD.
- OHR will manually advance the eval if the employee fails to acknowledge within 15 business days.



Changes and Resources

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Policy Updates

- OHR will manually advance annual evaluations if employee fails to acknowledge after 15 business days.
- To outline expectations for the Initial 90-day Performance Review (required) and the Extended 180-day Review (optional).

HRBP Website

- Performance Management Resources available for Managers and Employees
- OHR's *"Managers Toolkit – Performance Management"*
- Example Documents
 - Outstanding recognition emails
 - Individual Development Plan (IDP) Template
 - Employee Recognition Form for Managers
 - S.M.A.R.T. Goals



Thank you!

Please contact your HR Business Partner
for questions and further support.