

**Staff Employees**

This document is to be used to evaluate the performance of staff employees.

Email an electronic copy of the signed document, single sided only one per employee to **hrperformreviews@uta.edu**. Do not bundle multiple evaluations in a single file. Provide a completed copy to your Administrative Unit and your employee.

[Staff Performance Review Form](#)

**Administrative/Professional/Managers**

This document is to be used to evaluate the performance of Administrative/Professional/Managers.

Email an electronic copy of the signed document, single sided only one per employee to **hrperformreviews@uta.edu**. Do not bundle multiple evaluations in a single file. Provide a completed copy to your Administrative Unit and your employee.

[Administrative/Professional/Manager Performance Review Form](#)

**Employee Self-Evaluation**

This document is strongly recommended to assist employees in the preparation of the performance management review meeting. Upon completion, the employee should forward a copy to his or her supervisor.

[Employee Self-Evaluation Form](#)

**IMPORTANT:** Please verify you are using a recent version of Adobe reader.