# ACE Performance for Employees

Your All-in-One Performance Development Document for 2025–2026

This will serve as your all-in-one **Align**, **Collaborate**, and **Evaluate** (ACE) document for the 2025-2026 performance year. Refer to the [**ACE User Guide**](https://aub.ie/ACEuserguide) (right click and select ‘open hyperlink’) for instructions on how to complete this document.

## Information

### Employee Information

Name: Click or tap here to enter text.

Banner ID: Click or tap here to enter text.

Division #: Click or tap here to enter text.

Department: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

### Supervisor Information

Name: Click or tap here to enter text.

Banner ID: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

**Second Level Reviewer**

(The supervisor’s reviewer or someone in the employee’s organizational hierarchy.)

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

##

## Section One: Job Clarity

Refer to the employee’s responsibilities identified in their JDXpert position description. [JDXpert Job & Position Description System](https://auburn.jdxpert.com/frmMainV2.wgx?vwginstance=6fd054267ad944bdb195e9cf6dbeb8ae). Copy and paste the responsibilities that will be evaluated this performance year. Additionally, all employees are expected to uphold Auburn University Core Values as outlined in the [Code of Conduct and Ethics](https://www.auburn.edu/administration/oacp/Code.php) and identified below.

**Integrity**, **Respect, and Commitment to Excellence**

When evaluating performance, include how well the employee demonstrates these values in both their primary responsibilities (Section One) and Other Duties Assigned (Section Two).

**Evaluation Guidelines**: During the evaluation phase (April 15- May 31), assign a performance rating from 1 to 5 for each responsibility.  Scale 1- Unacceptable, 2-Marginal, 3- Meets Expectations, 4-Exceeds Expectations, 5-Exemplary.  Comments are required for any score other than a 3.

**Weighting of responsibilities is optional. If you choose to weight your evaluation, complete the green sections and fill out the weighting worksheet (Password: ACE).** **Insert a screen shot of the worksheet into the space allotted at the end of this document.**

 **Responsibility 1**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 2**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 3**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 4**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 5**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 6**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 7**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 8**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 9**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Responsibility 10**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

## Section Two: Other Duties Assigned This Performance Year

Add other duties, tasks, goals, initiatives, or contributions to Department’s mission/success. Leave blank if none were identified. During the Evaluate phase (April 15-May 31), assign a rating 1-5 and provide comments.

**Other Duty Assigned 1**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Other Duty Assigned 2**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Other Duty Assigned 3**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Other Duty Assigned 4**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Other Duty Assigned 5**: Click or tap here to enter text.

**Optional** Weighted Percentage: Choose an item.

Score (1-5): Choose an item.

Comment: Click or tap here to enter text.

**Calculating the Overall Evaluation Score**

**If no weighting will be applied, add the scores in sections one and two, and divide by the total number of items evaluated. Round your total to the nearest decimal (i.e., 3.8) and insert that number in the “Overall Evaluation Score” below.**

**If weighting will be applied, insert the Overall weighting rating from the weighting worksheet. The weighting worksheet must be submitted with the final evaluation.**

**Overall Evaluation Score**: *Click or tap here to enter text.*

**If weighting, insert a screenshot of the weighting worksheet here:** Click or tap here to enter text.

### Supervisor Overall Comments

During the Evaluate phase (April 15-May 31), provide a detailed evaluation summary.

**Supervisor Summary:** Click or tap here to enter text.

### Signatures (In Order) attest review as required by my role in the performance process. Signatures can be typed, electronic or wet.

#### Second Level Review (The supervisor’s reviewer or someone in the employee’s organizational hierarchy)

|  |  |  |
| --- | --- | --- |
|  | **First and Last Name** | **Date** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |

#### HR Compliance Check

|  |  |  |
| --- | --- | --- |
|  | **First and Last Name** | **Date** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |

#### Supervisor

|  |  |  |
| --- | --- | --- |
|  | **First and Last Name** | **Date** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |

### Employee Comments & Signature

#### Employee

|  |  |  |
| --- | --- | --- |
|  | **First and Last Name** | **Date** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |

By signing, the employee acknowledges receipt of this evaluation. Employees may provide comments following receipt of their evaluation.

**Employee Comments**: Click or tap here to enter text.

## Resources (right click and select ‘open hyperlink’)

Refer to [aub.ie/performance](https://aub.ie/performance) for guidance on collaboration and [partnering for performance best practices](https://www.auburn.edu/administration/human_resources/hrd/documents/best-practices-partner-performance.pdf) and a [sample one-on-one agenda](https://www.auburn.edu/administration/human_resources/hrd/documents/one-on-one-agenda.docx). Reach out to hrddept@auburn.edu with any questions or concerns or to request an accommodation.

## Collaborate

### Major Accomplishments and Goals (Optional)

Identify goals for this performance year during the Align phase. During the Collaboration phase, identify major accomplishments, goals achieved, and any new goals identified. If a goal or major accomplishment becomes important to rate, move to Other Duties Assigned.

*Add comments below the line.*

 Click or tap here to enter text.

### Notes (Optional)

You may use this space to record notes from employee meetings, one-on-ones, or any other discussions throughout the year.

*Add comments below the line.*

 Click or tap here to enter text.