



UNIVERSITY of WISCONSIN-GREEN BAY

Classified Employee Annual Performance Evaluation Form

Employee Name:	Supervisor Name:
Classification/Title:	
Department:	
Review Period:	Date of Evaluation:

Evaluation Narrative Option:

Only supervisors of **professional exempt** employees may opt to complete an evaluation narrative in lieu of the following pages of this form. Goals identified by the supervisor should be included in the narrative and employees may attach a brief written response. However, you may complete the evaluation form in its entirety rather than an evaluation narrative if you choose. The narrative document should address the following criteria:

- Quality of Work (accuracy, completeness, results)
- Productivity (quantity of work, efficiency)
- Judgment/Decision Making
- Problem Solving Ability
- Organizational Ability
- Interpersonal Skills
- Communication Skills (written and verbal)
- Leadership and/or Supervision
- Independent Learning Ability, Initiative, and Teamwork
- Contribution to the University Mission and Principles

Supervisors should review and update the position description if necessary. If the position description has changed, please attach a copy to this evaluation form with a completed [Position Description Cover Sheet](#), and e-mail an electronic copy of the position description to hr@uwgb.edu.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Send original signed form or narrative attached to the signed first page of this evaluation to Human Resources (you may also e-mail a scanned, signed PDF copy to hr@uwgb.edu in lieu of forwarding a paper copy) 2. Supervisor maintains one copy for departmental records 3. Supervisor distributes one copy to the employee
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My supervisor has discussed this performance evaluation with me, and I have had the opportunity to respond. Please note that the employee's signature does not indicate agreement, but attests that the employee has had an opportunity to read and discuss this review with his or her immediate supervisor.

Employee Signature:	Date:
Supervisor Signature:	Date:
Next Level Supervisor Signature:	Date:

- Position description reviewed, no change Updated position description attached

SECTION A

Key Job Responsibilities: A position’s key job responsibilities can be found by identifying the major job functions in the position description. Please list each major responsibility in the numbered boxes below, and provide some examples of the duties performed. Please complete the sections below each major job responsibility, which include listing the performance outcomes and areas for improvement.

Major Job Responsibility (with sample duties derived from Position Description)	Level of Performance (√)*			
1.	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Describe performance outcomes (include major accomplishments in the last year):	Describe areas for improvement:			
2.	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Describe performance outcomes (include major accomplishments in the last year):	Describe areas for improvement:			
3.	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Describe performance outcomes (include major accomplishments in the last year):	Describe areas for improvement:			

4.	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Describe performance outcomes (include major accomplishments in the last year):	Describe areas for improvement:			
5.	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Describe performance outcomes (include major accomplishments in the last year):	Describe areas for improvement:			
6.	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Describe performance outcomes (include major accomplishments in the last year):	Describe areas for improvement:			

***Explanation of Ratings Scale**

Exceeds Expectations: Quality of work exceeds established standards or expectations. Where quantity is a factor, the amount produced is far above what is required or expected. Performance at this level is not typical but achievable.

Meets Expectations: Performance fully satisfies the requirements of the key responsibility which is expected from well-qualified, experienced, and properly motivated employees. Goals and objectives, expected results and/or special assignments are achieved.

Needs Improvement: Employee needs to improve on standard(s) established for the key responsibility. Work may still be of variable quantity, quality or inconsistent with standard(s). Goals and objectives are not consistently achieved, but improvement is noted.

Unsatisfactory: Performance fails standards established for the key responsibility. Significant performance improvement and/or correction is necessary.

SECTION B

Additional Performance Factors

<p>1. Dependability – Consider the amount of time spent directing this employee. Does employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?</p>				
<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	Comments:
<p>2. Cooperation and Teamwork – How well does employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?</p>				
<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	Comments:
<p>3. Initiative – Consider how well employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.</p>				
<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	Comments:
<p>4. Adaptability – Consider the ease with which employee adjusts to any change in duties, procedures, supervisors or work environment. How well does employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?</p>				
<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	Comments:
<p>5. Judgment – Consider how well employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.</p>				
<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	Comments:
<p>6. Customer Service – Consider how well employee communicates with both internal and external customers. Does the employee listen, communicate, and respond effectively? Are customers treated with respect and courtesy?</p>				
<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable	Comments:
<p>7. Attendance – Consider number of absences.</p>				
<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	Comments:		
<p>8. Punctuality – Consider work arrival and departure.</p>				
<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	Comments:		

SECTION C

Goal Setting Action Plan: The supervisor and employee together can develop goals for the employee to: improve in knowledge, skills and/or ability of a particular key job responsibility and identify new goal initiatives for the future. This plan will be evaluated during the next review period for accomplishment and progress.

GOALS

Future Goals, Objectives and Priorities for Next Performance Period (Include Training Objectives):

- 1.
- 2.
- 3.
- 4.

Employee Steps to Accomplish Goals - Plan Should Utilize SMART Goals (Specific Measurable Achievable Realistic Trackable)

- 1.
- 2.
- 3.
- 4.

Supervisor Actions to Enable & Support Success of Goal Accomplishment (Can include providing guidance, coaching, training, finding a mentor, tools, equipment, etc.)

Supervisor comments:

Employee Comments:

***Annual Performance Evaluation forms are due to the
Human Resources Office, ES 107, by February 28.***

***For assistance or questions, please contact
Human Resources at hr@uwgb.edu or 465-2390.***