

University of Wisconsin-Green Bay

ACADEMIC STAFF/LIMITED PERFORMANCE EVALUATION

This evaluation is prepared in accordance with Chapter 3.02 and should address the performance and professional development of the staff person in terms of responsibilities and duties outlined in the letter of appointment or renewal as specified in Chapter 2.06.

Name \_\_\_\_\_ Evaluation Period \_\_\_\_\_ To \_\_\_\_\_

Unit \_\_\_\_\_ Title \_\_\_\_\_

Date Submitted to Employee \_\_\_\_\_

PROCEDURE:

- 1. The Staff member completes a Pre-Evaluation Statement as described below, signs it, attaches it to this form and returns it to the supervisor. (Limit, 1-3 pages)
2. The Supervisor completes an Evaluation Narrative as described below, signs it, attaches it to this form, and sets a time for a conference with the staff member. The staff member must be given a minimum of 2 working days to review the supervisor's evaluation narrative.
3. A conference session will take place in which the supervisor and employee discuss annual performance and set goals for the coming year.
4. Following the conference, the staff member completes the Employee Response section (if desired), and the staff member and supervisor sign the bottom of the form.
5. This form, with the attachments, is sent to the personnel file through the appropriate administrative structure.

DIRECTIONS FOR THE EMPLOYEE PRE-EVALUATION STATEMENT: Date Completed: \_\_\_\_\_

- 1. Activities and Accomplishments - The staff member describes activities and accomplishments on the job for the past year as they relate directly or indirectly to his/her job description and to any goals that may have been established for the evaluation period. This may be in the form of a list or a narrative description. Appropriate topics include but are not limited to:
- Primary Position Duties and Responsibilities
- Achievement of Pre-established Goals
- Professional Development Activities
- Innovations and/or Special Projects
- Research
- Committee Work
- University Governance Activities
- Community Outreach
2. Goals - The staff member identifies goals for the coming year which support institutional, divisional, and/or departmental goals.

DIRECTIONS FOR THE SUPERVISOR EVALUATION NARRATIVE: Date Completed: \_\_\_\_\_

- 1. Assessment of Performance - The supervisor evaluates the staff member's performance with respect to the following criteria, as appropriate:
- 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 oral)
- Leadership and/or Supervision
- Independent Learning Ability, Initiative, and Teamwork
- Contribution to University Mission and Principles
2. Goals and Expectations - The supervisor discusses and approves the goals for the coming year.

DIRECTIONS FOR EMPLOYEE RESPONSE: (Optional)

After the evaluation session and upon receipt of the supervisor evaluation narrative, the staff member may choose to attach a brief narrative response to the supervisor's evaluation. This form should then be signed by both the supervisor and staff member and forwarded, along with all attached signed narrative statements, to the personnel file through the appropriate administrative officers.

Date of Evaluation Session \_\_\_\_\_
Staff Member Signature \_\_\_\_\_
Supervisor Signature \_\_\_\_\_

Position Description Reviewed by Staff Member and Supervisor:
\_\_\_\_\_ No Change
\_\_\_\_\_ Revised Position Description Attached