Performance Review Form

This form should be utilized for all University Staff (Exempt and Non-Exempt), Non-Instructional Academic Staff and Limited employees performance reviews in accordance with [SYS 1254, *Performance Management*](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/performance-management/).

The Office of Human Resources will place this completed form in the employee’s personnel file and will be utilized to confirm eligibility for compensation adjustments in alignment with the UW-Green Bay [Compensation and Pay Plan Policy](http://www.uwgb.edu/UWGBCMS/media/policies/files/Comp-and-Pay-Plan-Policy-Final.pdf?ext=.pdf) and [SYS 1278, *UW System Pay Plan Distribution Framework for University Workforc*e](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-pay-plan-distribution-framework-for-university-workforce/).

**Performance Review Process:**

Employee and manager review position description and make updates as needed.

Manager builds Performance Review Form by adding in Responsibilities (from position description) and sends via email to the employee.

Employee completes employee evaluation, provides suggestions for goals, and sends to manager via email.

Manager completes manager evaluation (assessments and ratings to include overall performance rating), and goals and sends back to employee at least three business days prior to meeting.

Employee and manager meet to discuss the performance review.

After meeting, manager sends the review through DocuSign to the employee for signature.

Employee acknowledges review and adds comments (as applicable) in DocuSign

Manager reviews comments and signs in DocuSign. Human Resources will receive an automated email with a copy of the review, once all required parties have signed. Next level supervisor should receive a copy if overall performance rating is ‘not meeting expectations’ or ‘partially meeting expectations’.

**Performance Review Information:**

Employee Name: Click or tap here to enter text.

Manager Name: Click or tap here to enter text.

Employee Department: Click or tap here to enter text.

UW System Title: Click or tap here to enter text.

Review Period: Click or tap to enter a date.to Click or tap to enter a date.

Type of Evaluation: Choose an item.

**Job Engagement:**

**Question #1***:* What are the achievements you've accomplished in this review period that you would like to be highlighted?

Employee Answer: Click or tap here to enter text.

Manager Comments: Click or tap here to enter text.

**Question #2***:* What would help you achieve higher performance in your role? Please mention any barriers that may be impacting your progress.

Employee Answer: Click or tap here to enter text.

Manager Comments: Click or tap here to enter text.

**Question #3***:* What new knowledge or skills are you interested in pursuing to help advance your work performance?

Employee Answer: Click or tap here to enter text.

Manager Comments: Click or tap here to enter text.

**Question #4***:* Is there any other information you would like to share with your manager regarding your work?

Employee Answer: Click or tap here to enter text.

Manager Comments: Click or tap here to enter text.

**Responsibilities (from UW-Green Bay Position Description):**

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

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

Employee Evaluation: Click or tap here to enter text.

Rating: Choose an item.

Manager Evaluation: Click or tap here to enter text.

Rating: Choose an item.

**Organizational Competencies (from UW-Green Bay Position Description):**

**Adaptability and Change:**Constructively work through ambiguity and unexpected challenges. Approach change and new situations as positive opportunities for learning or growth.

**Collaboration and Teamwork***:* Foster teamwork, cooperation, and positive work relationships. Reinforce and give credit to team members for their contributions. Promote collaboration between related units while providing services to both internal and external constituents.

**Communication***:* Communicate effectively through various communication mediums (oral, written, etc.). Listen with an intent to understand, and seek and provide feedback.

**Creativity and Innovation***:* Draw from a variety of resources to come up with new ideas and approaches. Use opportunities to expand knowledge/skills and share information with others.

**Critical Thinking and Problem Solving***:* Analyze information and develop solutions to problems within the work environment. Demonstrate the ability to delegate and prioritize work.

**Integrity and Trust**: Demonstrate integrity, honesty, and reliability when performing work duties and interacting with others. Exhibit excellent judgment including sensitivity to personal and confidential information.

**Responsibility***:* Demonstrate personal commitment to quality service, responsible stewardship of the institution’s resources, and institutional excellence. Adheres to timelines and carries through on expected job duties.

**Valuing Diversity and Inclusion***:* Work effectively and respectfully with individuals across diverse backgrounds, styles, abilities, and motivations. Demonstrate and promote respect and the practice of civility in the workplace. Appreciate and promote inclusivity and equity as crucial components in the pursuit of organizational excellence.

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

Manager Overall Comments: Click or tap here to enter text.

## Goals:

**Status of goals set in previous review period (not applicable if this is the employee’s first review):**

Employee Assessment: Click or tap here to enter text.

Manager Assessment: Click or tap here to enter text.

**Goals for the next review period:**

Goal #1: Click or tap here to enter text.

Goal #2: Click or tap here to enter text.

Goal #3: Click or tap here to enter text.

Goal #4: Click or tap here to enter text.

Goal #5 Click or tap here to enter text.

## Overall Performance Rating (completed by Manager):

**\*** Supervisors are expected to provide an overall rating of the employees’ level of performance during the review period and take in to account job responsibilities and organizational competencies. The overall rating should be supported by the ratings and observations within the evaluation form. In accordance with [UW-Green Bay’s Compensation and Pay Plan Policy](https://www.uwgb.edu/UWGBCMS/media/policies/files/Comp-and-Pay-Plan-Policy-Final.pdf?ext=.pdf) indication that employee’s overall performance merits eligibility for compensation increase confirms employee has the equivalent of solid or meritorious performance for the duration of the review period.

Choose an item.

## Acknowledgements:

I have read the above evaluation and discussed it with my manager. I understand that my signature does not constitute a concurrence or approval but signifies that I have been shown this evaluation.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Comments (if applicable): Click or tap here to enter text.

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_