University of Wisconsin - Superior
EMPLOYEE PERFORMANCE EVALUATION

Employee: **Classification:** **Department:**

Supervisor: **Period of Review:**

INSTRUCTIONS: The Key Responsibilities and Performance Standards (attached) should be completed by the supervisor and discussed with the employee at the beginning of the evaluation period. The supervisor and the employee will sign under the planning session in the provided spaces. One copy will be given to employee and the original returned to the Personnel Office.

Near the end of the review period, the original will be returned to the supervisor for recording the observed results, and for discussion with the employee. After the performance session is completed, and the form has been signed under the results review session in the provided spaces, the employee will receive a copy, the department will retain a copy, and the original will be returned to the Personnel Office.

MAINTENANCE, REVISION OR REMEDIAL ACTIONS	JOB RELATED DEVELOPMENT GOALS

EMPLOYEE COMMENTS:

DATE OF PLANNING SESSION _____

EMPLOYEE'S SIGNATURE _____

SUPERVISOR'S SIGNATURE _____

PERSONNEL DIRECTOR _____

DATE OF RESULTS REVIEW SESSION _____

EMPLOYEE'S SIGNATURE _____

SUPERVISOR'S SIGNATURE _____

PERSONNEL DIRECTOR _____

Note: The employee's signature does not necessarily indicate agreement, but attests that the employee has had an opportunity to read and discuss this review.

EMPLOYEE PERFORMANCE EVALUATION

Employee: **Classification:** **Period of Review:**

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS	MET OBJECTIVE	COMMENTS
Performance standards are statements of the level of performance expected regarding key job areas or responsibilities of one's position. Standards should capture the entire range of an employee's current responsibilities and performance	*A performance objective is a statement that identifies the specific quantitative, short-term actions that show results. Objectives lead to the accomplishment of a related standard. All standards have one or more objectives.*	Yes/No	*Comment on accomplishments. If standard or objective is not met, discuss why and describe next steps*

EMPLOYEE PERFORMANCE EVALUATION

Employee: **Classification:** **Period of Review:**

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS	MET OBJECTIVE	COMMENTS