UNIVERSITY OF WISCONSIN - SUPERIOR
UNIVERSITY STAFF PERFORMANCE REVIEW

Employee's Name				
Department				
Supervisor				
Review Period	**From**		**To**	
DISTRIBUTION INSTRUCTIONS	1. Supervisors maintain a copy for departmental records. 2. Distribute one copy to the employee. 3. Original to Human Resources for Employee Personnel File			

Instructions to Supervisor:

Listed below is a rating scale guide to be used in assisting the Supervisor in determining an employee's work performance rating. The evaluation should reflect the employee's total performance, including factors related to the employee's responsibilities and duties as set forth in the job description.

5 = SUPERIOR – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

4 = EXCEEDS EXPECTATIONS – Frequently exceeds job requirements; all planned objectives were achieved above established standards and accomplishments were made in unexpected areas as well.

3 = MEETS EXPECTATIONS – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.

2 = NEEDS IMPROVEMENT – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.

1 = UNSATISFACTORY – Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.

Statement on Coaching:

Performance coaching is a continuous and continual process of providing help by analyzing employee performance and other job behaviors for the purpose of increasing job effectiveness. It is an integral part of performance development.

Both informal day-to-day coaching and regular coaching sessions are recommended. These can be short update sessions to check on progress, give feedback, and address problems that have arisen. It is recommended that supervisors and employees meet at least one other time, outside of the evaluation process, to discuss performance.

Please check the appropriate boxes and give a brief evaluation of the employee's work performance	5-Superior	4-Exceeds Expectations	3-Meets Expectations	2-Needs Improvement	1-Unsatisfactory	**Comments:** Attach additional sheets if necessary. "Needs Improvement" and "Unsatisfactory" ratings must be explained.
Quantity of Work						
Quality of Work						
Customer Service Skills						
Work Habits						
Safety Practices						
Initiative						
Attendance						
Punctuality						
Ability to Work as a Team Member						
Performs Assigned Tasks according to Dept./Unit or University Guidelines						

Instructions: Define three key responsibilities that are specific to the employee's position. These responsibilities c a n be taken directly from the position description. Then, rate the employee's performance relative to each of the three responsibilities, by checking the appropriate box. Provide comments as necessary.

Key Responsibilities	**Rating:**	**5**	**4**	**3**	**2**	**1**
1. Key Responsibility: **Comments:**		☐	☐	☐	☐	☐
2. Key Responsibility: **Comments:**	**Rating:**	☐	☐	☐	☐	☐
3. Key Responsibility: **Comments:**	**Rating:**	☐	☐	☐	☐	☐

Give an appraisal of the employee's overall job performance:

What training and development activities were attended/accomplished in the past year and what can be done to increase the employee's value to UW-Superior next year?

Outline goals for next year:

Overall Rating: Less than satisfactory ☐ Satisfactory ☐ Merit ☐

Less than satisfactory: Performance of job requirements is consistently unacceptable. Counseling and training has not resulted in improved work performance

Satisfactory: Performance of job requirements achieves acceptable and standard results expected by the department. Periodic incidents of outstanding or problem work performance are typical in the class of work performed.

Merit: Performance of job requirements noticeably exceed established expectations and standards for quality, quantity and timeliness; outcomes are well above fully competent performance; performs more than asked, explores improved methods of accomplishing tasks; small room for improvement.

Are your basic safety needs being met?	Yes		No		***If no, please explain below***
Employee Comments					

The information on this form has been reviewed with me. (The employee's signature does not necessarily indicate agreement, but attests to the fact the employee had the opportunity to discuss the results and add comments.)

Signature of Employee Date Signature of Supervisor Date

Signature of Appointing Authority (HR Office) Date