**University of Wisconsin-Whitewater**

**Employee Performance Review**

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| **Employee Name:** Click or tap here to enter text. |
| **Employee ID:** Click or tap here to enter text. |
| **Department Name:** Click or tap here to enter text. |
| **Job Title:** Click or tap here to enter text. |
| **Performance Review Period:** Click or tap here to enter text. |

# RATING DEFINITIONS

**Exceptional (EX):** Performance far exceeded the expectations due to high quality of work performed in all essential areas of responsibility. Performance included either 1) completion of a major goal/project or 2) an exceptional or unique contribution in support of unit, department or University objectives.

**Exceeds Expectations (EE)**: Performance consistently exceeded expectations in all *essential* areas of responsibility, and the quality of work overall was excellent.

**Meets Expectations (ME)**: Performance consistently meets expectations in all essential areas of responsibility and the quality of work overall was very good. Rating indicates the employee is doing the job she/he was hired to do.

**Improvement Needed (IN):** Performance did not consistently meet expectations - performance failed to meet expectations in one or more essential areas of responsibility and/or one more of the critical goals were not met.

**Does Not Meet Expectations (DNME)**: Does not meet the key requirements of the job. Excessive direction and follow-up are needed. Immediate improvement required.

**N/A:** Not Applicable to employee’s job responsibilities.

**Ratings: Rate the employee on the factors listed by choosing from the above list**.

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| **PERSONAL ATTRIBUTES:**  |
| **Integrity** (Adheres to moral and ethical principles**)**  | Choose an item. |
| **Working Relationships** (Maintains harmonious working relationships with supervisors, co-workers, students, and the public. Helps to create a hospitable and inclusive environment consistent with institutional efforts)  | Choose an item. |
| **Adaptability** (Adjusts to changing situations, learns new and different tasks, responds appropriately to suggestions for work improvement)  | Choose an item. |
| **Initiative** (Performs with minimal supervision, volunteers to complete special projects, acts promptly)  | Choose an item. |
| **Creativity** (Offers innovative ideas that contribute to meeting assignment objectives and departmental goals)  | Choose an item. |
| **INTERPERSONAL SKILLS** |
| **Personal Service** (Supports the University Mission by interacting appropriately with all members of the university community with a commitment to personal service)  | Choose an item. |
| **Communication** (Speaks and writes clearly and concisely as it pertains to the job)  | Choose an item. |
| **Conflict Resolution** (Recognizes and resolves issues in a timely manner)  | Choose an item. |
| **Decision Making/Problem Solving** (Seeks solutions to resolve unexpected problems that arise on the job, makes practical, meaningful and appropriate routine decisions)  | Choose an item. |
| **Delegation** (Demonstrates ability to direct others in accomplishing work, asks for help as needed)  | Choose an item. |
| **JOB SKILLS AND ABILITIES:**  |
| **Job Knowledge** (Demonstrates the knowledge and skill necessary to perform effectively; understand the expectations of the job and stays current with new technologies, methods, and processes in areas of responsibility) | Choose an item. |
| **Work Quality/Productivity** (Completes duties as specified in the position description and other special assignments thoroughly and accurately. Performs efficiently without jeopardizing quality/ strives to increase productivity, while maintains a high level of quality) | Choose an item. |
| **Planning and Organizing** (Plans and organizes work, coordinates with others, and establishes appropriate priorities; demonstrates effective time management skills)  | Choose an item. |
| **Work Habits** (Demonstrates commitment, dedication, cooperation and positive behavior; complies with university rules and policies; considers safety of self and others while working) | Choose an item. |
| **Attendance/Punctuality** (Maintains an acceptable attendance record, works as scheduled) | Choose an item. |
| **EQUITY, DIVERSITY, & INCLUSION (EDI) CONTRIBUTIONS:*** Equity is defined as the commitment to fair and just treatment of all persons.
* Diversity is defined as individual differences such as race/ethnicity, class, gender, sexual orientation, country of origin, ability, religious affiliation, age, American veteran status, or geographic location.
* Inclusion is defined as the active, intentional, and ongoing engagement with diversity – in ways that increase awareness, content knowledge, cognitive sophistication, and empathetic understanding of the complex ways individuals interact within systems and institutions

[EDI (Division of Equity, Diversity, Inclusion and Support Programs)](https://www.uww.edu/division-of-equity-diversity-inclusion-and-support-programs)  |
| Employee demonstrates behaviors that celebrate the university’s mission, vision and values. This includes, but is not limited to, taking substantive measures to create and maintain a *transformational educational experience* that serves students from *diverse backgrounds, experiences, identities and abilities*.  | Choose an item. |
| Employee contributes to an environment free of bias, and serves and communicates in a manner that demonstrates diversity, inclusion, and an investment in a shared responsibility for these aims. | Choose an item. |

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| **Professionalism and Quality Performance**:Provide examples of how the employee exhibits professionalism and quality performance (such as customer service) on a daily basis. *Examples: Provide exceptional personal service to internal and external constituents; Accountability for work and actions; Willingness to help others; Build good working relationships; etc.* Click or tap here to enter text. |
| **Professional Development:**Click or tap here to enter text. |

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| **Recommendations to Enhance Employee Performance**: Describe the specific areas in which the employee may enhance job performance. Also describe the specific actions that will be taken by the supervisor and the employee to enhance these areas, any training required, and the deadline for completion.  |
| Performance Enhancements  | Actions Required  | Completion Date  |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Goals:** List two or three, jointly determined measurable and attainable goals for the upcoming evaluation period.  |
| 1. Click or tap here to enter text. |
| 2. Click or tap here to enter text. |
| 3. Click or tap here to enter text. |
| **Comment on overall employee performance:** Click or tap here to enter text. |
| **Employee Comments**: (*Optional*) Click or tap here to enter text. |

**Overall Rating:**

[ ] **Exceptional\***

[ ] **Exceeds Expectations**

[ ] **Meets Expectations**

[ ] **Improvement Needed**

[ ] **Does Not Meet Expectations^**

\*Must attach documentation supporting exceptional rating

^ Must attach Performance Improvement Plan (PIP)

**Required Signatures**:

The contents of this document have been reviewed by the parties indicated below. A copy of this document will be placed in the employee’s personnel file, and will be accessible to the employee during regular business hours. *(Employee signature does not necessarily signify agreement* - *please attach supporting documents*)

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| Employee: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| Supervisor: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| Human Resources: Click or tap here to enter text. | Date: Click or tap to enter a date. |