

**UNIVERSITY OF WISCONSIN-STOUT
CLASSIFIED EMPLOYEE PERFORMANCE REVIEW**

Employee's Name: _____

Review period from: _____ to _____

Department: _____

Supervisor: _____

Please check the appropriate boxes and give a brief evaluation of the employee's work performance.

Exceeds
Expectations
Meets
Expectations
Needs
Improvement
Unsatisfactory

Comments: Attach additional sheets if necessary. "Needs Improvement" and "Unsatisfactory" ratings must be explained.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	
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					

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

What can be done to increase the employee's value to UW-Stout? _____

Training and development activities attended/accomplished in the past year: _____

Training and development planned for this employee during the next year: _____

Actions/activities in support of the university's diversity and AA/EEO objectives; include recruitment efforts, publications subscribed to, special events attended, student co-ops or internships offered, committee memberships, etc. (This section is mandatory for classified supervisors; optional for all other classified employees.)

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