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| **Name:** Click or tap here to enter text. | **Position Title:**  Click or tap here to enter text. |
| **Employee ID#:**  Click or tap here to enter text. | **Evaluator’s Name:**  Click or tap here to enter text. |
| **Department/Unit:**  Click or tap here to enter text. | **Date:**  Click or tap to enter a date. |

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| Part I | **WORK PERFORMANCE FACTORS**  **(Complete all 5 factors. Illustrate with specific examples of on-the-job behaviour where possible)** |
| **Client Service** | Click or tap here to enter text. |
| **Working Relationships** | Click or tap here to enter text. |
| **Communication** | Click or tap here to enter text. |
| **Job Knowledge and its Application** | Click or tap here to enter text. |
| **Taking the Initiative to Make Things Better** | Click or tap here to enter text. |

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| Part II | **INDIVIDUAL WORK PERFORMANCE FACTORS  (Select factors relevant to the responsibilities of the position. Illustrate with specific examples of on-the-job behaviour where possible)** |
| Choose an item. | Click or tap here to enter text. |
| Choose an item. | Click or tap here to enter text. |
| Choose an item. | Click or tap here to enter text. |
| Choose an item. | Click or tap here to enter text. |
| Choose an item. | Click or tap here to enter text. |

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| **WORKING ENVIRONMENT** **Questions for discussion during the performance appraisal interview:** |
| 1. **Do you have the tools and equipment (hardware, software, ergonomic workspace, etc.) required to do your job?** |
| 1. **What Training and Development opportunities did you pursue this year and how did they complement your job? What Training and Development opportunities would you like to explore in the coming year?** |
| 1. **How has your job changed in the past year and how would you like to see it change in the future? Are you comfortable with your current workload?** |
| 1. **What would you change about the way you and I communicate and interact?** |
| 1. **Are there ways that I can improve on providing constructive feedback to help you in the performance of your job duties?** |
| 1. **Are you involved in any volunteer activities on campus outside the scope of your job duties? If so, what do you feel are the personal and professional benefits to you and/or the University?** |
| 1. **Does your job description reflect what you do?** |
| 1. **Are you aware of the general requirements and your responsibilities under UW Policy 34, the mandate of the Joint Health and Safety committee and the procedures to address health and safety concerns?** |
| 1. **Do you have or are you aware of any health and safety concerns that have not been addressed?** |
| 1. **Is there any health and safety related training you would be interested in attending?** |
| 1. **Are you aware of the general requirements and your responsibility under UW Policy 58 - Accessibility, including completion of the mandatory Accessibility Training?** |
| 1. **Have your accessibility needs, including documented individual accommodation plan (if applicable), been taken into account?** |
| **What other issues would you like to discuss?** |
| Click or tap here to enter text. |

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| Part III | **MUTUALLY AGREED UPON GOALS AND OBJECTIVES** | |
| Click or tap here to enter text. | | |
| Part IV | | **EVALUATOR’S COMMENTS** |
| Click or tap here to enter text. | | |

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| **FACTOR RATING GRID** | | | | | | | | | | | | | |
| **Rating Number** | **INTERPRETATION** | | | | | | | | | | | | |
| **5** | Exceptional performance in all areas of the job requirements which is recognized throughout their unit or broadly throughout the University. Normally, an employee would not receive a rating of 5 in consecutive years. | | | | | | | | | | | | |
| **4** | Performance significantly exceeded the requirements of the job in one or more key areas. | | | | | | | | | | | | |
| **3** | Performance was fully satisfactory in all key areas. | | | | | | | | | | | | |
| **2** | Need for recognizable improvement in one or more key areas. | | | | | | | | | | | | |
| **1** | Performance was significantly below job requirements in several important areas and improvements will be required or reassignment or termination will be considered. Ratings at this level are subject to disciplinary action. | | | | | | | | | | | | |
| **Note: Evaluators may add a .25 (for 3 and above) or .5 increment to a staff member's rating to acknowledge performance that exceeds one category but does not achieve the next. Managers are expected to use the full range of evaluations as appropriate.** | | | | | | | | | | | | | |
| **Overall Rating**  **SELECT ONE BOX.** | | 5.0 | | 4.75 | | 4.5 | | 4.25 | | 4.0 | | 3.75 | |
| 3.5 | 3.25 | | 3.0 | | 2.5 | | 2.0 | | 1.5 | | 1.0 |

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| **Part V** | **STAFF MEMBER’S COMMENTS***Provide comments as desired. You might want to identify any areas not covered in this review such as contributions you have made to the campus community. This may involve activities outside the scope of your job duties such as UW Staff Association, UW United Way, Keystone Campaign or any other volunteer activity that helps make the campus community a better place.* |
| Click or tap here to enter text. | |

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| **VERIFICATION** This document is an accurate summary of our discussion. All three signatures are required. | | | |
| Staff Member’s Signature\*: |  | Date: | Click or tap to enter a date. |
| Evaluator’s Signature: |  | Date: | Click or tap to enter a date. |
| Reviewed by Evaluator’s Supervisor: |  | Date: | Click or tap to enter a date. |
| \*Staff member's signature indicates that the member has seen this document and has had a discussion with their Evaluator on the content. If there is disagreement on content, please indicate this in Part V – Staff Member’s Comments. Additional pages may be attached as necessary. | | | |