

**UNIVERSITY OF WISCONSIN-WHITEWATER
STUDENT EMPLOYEE PERFORMANCE EVALUATION & DEVELOPMENT REVIEW**

Employee Name: _____ **Position** _____

Supervisor _____ **Date of Evaluation Session** _____

Completed By: SUPERVISOR EMPLOYEE

The following areas have been determined to be important for successful working in all areas. Listed below is a rating scale guide for performance factors and traits that are important in the performance of the employee's job. The "overall performance" evaluation should reflect the employee's total performance, including performance factors as related to employee's responsibilities and duties as set forth in the job description.

1= Developing: Has limited experience. Makes mistakes, but seldom repeats mistakes after appropriate coaching. Performs essential job duties, with some coaching, and is eager to learn about position. Often misses work. Seeks advice on how to improve within the position, however, generally does not have the confidence to take risks.

2= Competent: Achieves results, meets standards of the position. Needs little direction in completing essential duties. Generally completes duties within time frames at acceptable quality levels. Has good attendance. Willing to improve duties but may need assistance from others to get started. May need encouragement to take risks.

3= Accomplished: Achieves results, exceeds standards of the position. Needs very little direction in completing basic role. Always completes duties within timeframes at acceptable quality levels, often earlier and exceeding quality levels. Looks for ways to improve daily work processes. Seldom misses work. Needs little supervision. Can perform job duties of others within the department competently. Co-workers in department come to him/her to help solve problems. Incrementally improves the basic role of their job by reducing steps and/or improving quality. Has potential to be promoted into next level. Employee would be difficult to replace. Not afraid to take calculated risks.

PART I - WRITTEN & ORAL COMMUNICATION

1. Business Writing- Has a high level of experience in writing professional and grammatically correct business letters and e-mails.

1 2 3 NA

2. Telephone Skills- Has a high level of experience answering telephone calls using a professional greeting, proper tone of voice, and quick responses.

1 2 3 NA

3. Interpersonal Communication- Has a high level of customer service skills; including open and respectful communication, and handles conflict directly and confidently.

1 2 3 NA

PART II - INFORMATION LITERACY

1. Resources- Utilizes resources provided by department and also identifies additional sources of information to find answers on their own.

1 2 3 NA

2. Current department information- Is highly aware of department changes or process changes and keeps abreast of industry information without being prompted by supervisor.

1 2 3 NA

PART III - TEAMWORK & PROBLEM SOLVING

1. Works with all members of the department to complete assigned workload as well as assisting team to help reach individual, team, and department goals.

1 2 3 NA

2. Utilizes resources and provides solutions to individual and team challenges.

1 2 3 NA

3. Embraces and adapts to change.

1 2 3 NA

PART IV- INTERCULTURAL KNOWLEDGE

1. Demonstrates professionalism at all times in the office and is respectful of others.

1 2 3 NA

2. Understands the department's mission.

1 2 3 NA

3. Naturally seeks out opportunities to learn more about others and their culture.

1 2 3 NA

4. Is able to self-evaluate his/her own actions and words to be consistently inclusive.

1 2 3 NA

PART V - ETHICAL REASONING & ACTION

1. Displays sound judgment and decision making skills, knows when to inquire of or seek advice from other staff.

1 2 3 NA

2. Maintains confidentiality of information he/she has access to.

1 2 3 NA

3. Has an excellent work ethic.

1 2 3 NA

PART VI - FOUNDATIONS & SKILLS FOR LIFELONG LEARNING

- 1. Takes ownership of his/her own performance, shows accountability, and defines a plan for future performance.

1 2 3 NA

- 2. Comes to work on time and ready to work. Employee is dependable and punctual.

1 2 3 NA

- 3. Understands expected learning outcomes of his/her position and can relate them to their future career goals.

1 2 3 NA

- 4. Performs quality work independently.

1 2 3 NA

OVERALL PERFORMANCE

Please use this space to describe the overall performance rating. Overall rating should be a reflection of performance factors and behavioral traits. **Add up the total number of points and divide by 57, then divide by 3.**

1 2 3

Comments:

GOALS AND DEVELOPMENT IMPROVEMENT

Supervisor comments:

Employee comments:

Employee Acknowledgment:

Date:

I have reviewed and discussed the results of this performance evaluation with the employee.

Supervisor Signature:

Date:

Next review will be around: (End of Semester/Summer, End of employment)
