**University of Wisconsin – Stevens Point**

**Annual Performance Review**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Working Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Last Performance Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Performance Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Very Good | Average | Poor | Unsatisfactory | Comments |
| Ability to get along with others |  |  |  |  |  |  |
| Dependability |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Judgment |  |  |  |  |  |  |
| Quality of Work |  |  |  |  |  |  |
| Quantity of Work |  |  |  |  |  |  |
| Rate of Learning |  |  |  |  |  |  |
| Work Habits |  |  |  |  |  |  |

**Goals**

Goals from previous year’s review:

Anticipated goals for upcoming year:

**Position Description**

* Does the current position description accurately reflect the employee’s duties and responsibilities?
  + **Yes, the position description is accurate.**
  + (If not, attach an updated position description.)

**Comments**

Employee:

Supervisor:

**Signatures**

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Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date