Performance Review – Initial Period Non-Instructional Staff Checklist

University of Wisconsin Stevens Point

Chair/Supervisor: Use this cover sheet for initial performance reviews.
This checklist may also be used for temporary/project employee performance reviews.

Chair/Supervisor: About one month prior to the employee's probationary or initial contract period end date (or for temporary or project employees: prior to the end of their appointment), gather the documents below and discuss the employee's performance based on their position description, goals, and expectations and update information as needed. Use the below checklist to gather the items for the discussion and the templated performance review materials and best practices on the Performance Management webpage for more details.

- ❑ **Employee's self-evaluation (Use Competency or Goals model)**
- ❑ **Supervisor's evaluation of the employee's performance (Use Competency or Goals model)**
  - o If there is more than one direct supervisor, include both supervisors' evaluations or collaborate to create one evaluation
- ❑ Employee's written response to your supervisor's evaluation *(optional)*
- ❑ **This completed checklist and signatures at the bottom of this document**

Employee Name:	
Position:	
Department:	
Supervisor(s):	

We met on _____ to discuss the performance review. Enclosed is the complete performance evaluation packet for the performance period of _____ to _____.

Supervisor complete this section (Check One):
- ❑ At this time, I recommend the above individual for retention/continued employment
- ❑ At this time, I have concerns about the above individual's performance
  - Contact the Associate Director of Human Resources to discuss

_____ _____
Employee signature** Date

_____ _____
Supervisor signature Date

_____ _____
Supervisor signature (as applicable) Date

* The Dean/Director and VC offices' may want copies and/or performance reviews to flow through their offices. Please follow their preferences.
**By signing, you acknowledge you and your supervisor(s) discussed your performance. The signature does not constitute an agreement with your supervisor's evaluation. If you do not agree with your supervisor's evaluation, you are encouraged to submit a written response.

Supervisor and employee: Keep copies of the completed performance review packet.