

## Chapter 8 Performance Evaluations

### 8.01 Performance Evaluations for Classified Employees

During employment with the UW-Madison, performance on the job will be reviewed and evaluated on a regular basis. Each supervisor is required by State Statute to conduct at minimum an annual performance evaluation for each employee.

Ideally the performance review and evaluation is a summary of the overall performance feedback given to an employee throughout the year or period of time being evaluated.

The performance evaluation interview is an opportunity for an employee and supervisor to establish a mutual understanding of job expectations or standards, update the employee's position description, recognize accomplished work, plan future job changes, and identify employee development objectives.

Appendix 8-A shows the standard format for the UW Madison Classified Employee Performance Review process. The actual form is available on the forms page located at <http://www.ohr.wisc.edu/Forms/form.html>

Check with your employing unit's personnel representative to see if your employing unit has some modification of this form for you to use or if you may use the one in this chapter. Alternative evaluation forms or processes should meet the requirements in Wisconsin Administrative Code ER 45.03, which are:

- The intent and purpose of evaluation should be communicated to all employees.
- Performance expectations or standards should be established prior to the period for which the employee is being evaluated.
- A formal evaluation review should be conducted at least every 12 months resulting in a written evaluation. On-going informal performance discussions and periodic appraisals to ensure responsibilities and expectations continue to be appropriate and understood should take place throughout the year.
- A copy of the written evaluation shall be maintained in the employee's personnel file located in Classified Personnel Office.
- Supervisors, managers and other persons responsible for evaluating employee performance should receive orientation and training in the process.

Check with your employing unit personnel representative for any additional employing unit policies and procedures.