

WISCONSIN DEPARTMENT OF MILITARY AFFAIRS STATE EMPLOYEE PERFORMANCE EVALUATION

Employee's Name:	Civil Service Classification:
Work Location:	Evaluation Based Upon: <input type="checkbox"/> Existing PD <input type="checkbox"/> New PD (attached)
Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Probation <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 9 <input type="checkbox"/> 12 <input type="checkbox"/> 15 <input type="checkbox"/> 18 <input type="checkbox"/> 21 <input type="checkbox"/> 24 mo.	
Review Period: From: _____ To: _____	Purpose of Evaluation: <input type="checkbox"/> Probationary <input type="checkbox"/> Interim <input type="checkbox"/> Annual Review
INSTRUCTIONS: Please reference DMA P&P Bulletin No. 3.130 for information regarding Performance Evaluation Policy and Procedure. The following, five-point rating scale with definitions will be used to grade performance, against established standards, for each of the following Key Job Areas/Goals and for the Overall Employee Evaluation.	
<p>5 Exceptional Performance: Performance is outstanding in all goals and significantly exceeds standards and department expectations. The employee has sustained a high level of performance and the results of such have significant benefit to the program, work unit, or department.</p> <p>4 Exceeds Standards: Performance is satisfactory in all goals and exceeds in one or more areas. The employee has taken the initiative to accomplish additional activities beyond the goals and standards originally established consistent with department expectations.</p> <p>3 Meets Standards: Performance is satisfactory in all goals. The employee has successfully achieved set goals and standards necessary to meet operational needs consistent with department expectations.</p> <p>2 Needs Improvement: The employee needs improvement in one or more areas to meet minimum standards.</p> <p>1 Unsatisfactory: Performance does not meet goals, standards and department expectations. A <u>formal</u> performance improvement plan will be engaged.</p>	
1. KEY JOB AREA/GOAL:	
STANDARDS: (Must be objective, attainable, and measurable)	
RESULTS/EVALUATION:	
SECTION 1 RATING: High 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> Low	

2. KEY JOB AREA/GOAL:

STANDARDS: (Must be objective, attainable, and measurable)

RESULTS/EVALUATION:

SECTION 2 RATING: High 5 4 3 2 1 Low

3. KEY JOB AREA/GOAL:

STANDARDS: (Must be objective, attainable, and measurable)

RESULTS/EVALUATION:

SECTION 3 RATING: High 5 4 3 2 1 Low

4. KEY JOB AREA/GOAL:

STANDARDS: (Must be objective, attainable, and measurable)

RESULTS/EVALUATION:

SECTION 4 RATING: High 5 4 3 2 1 Low

AFFIRMATIVE ACTION REPORT: (For Managers and Supervisors – Re: P&P No. 3.130 (III)(A)(5) for standards)

AFFIRMATIVE ACTION RATING: High 5 4 3 2 1 Low

DEPARTMENT PERFORMANCE EXPECTATIONS

(See P&P Bulletin No.3.130 for examples of the following six expectations)	Exceeds Expectations: the employee excels at incorporating all desired expectations into individual performance.	Meets Expectations: the employee generally meets the expectations throughout individual performance.	Does Not Meet Expectations: the employee consistently does not meet expectations. A plan for improvement is necessary.
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation and Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership and Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL EMPLOYEE EVALUATION

Rate the employee's overall performance based on the Key Job Areas/Goals and Department Performance Expectations.

High 5 4 3 2 1 Low

SUMMARIZE EMPLOYEE'S OVERALL JOB PERFORMANCE. Identify exceptional skills, abilities and knowledge which contribute to the employee's performance rating. Also, indicate plans for training, new assignments, schools, special conferences, etc., which will improve future results.

NOTE: The above performance results have been discussed. The employee's signature does not necessarily indicate agreement, but that he/she has had an opportunity to read this evaluation and provide comments. In addition, the employee's position description has been reviewed to ensure accuracy and modified, if necessary, to reflect accurate assignment of duties.

Employee's Comments (if any – additional pages may be attached):

Employee's Signature and Date:

Evaluator's Signature and Date:

2d Line Supervisor's Signature and Date:

DISTRIBUTION: 1 copy to Employee, 1 copy to Supervisor, electronic copy to DMA State Human Resources Office.