WISCONSIN DEPARTMENT OF MILITARY AFFAIRS STATE EMPLOYEE PERFORMANCE EVALUATION

Employee's Name:	Civil Service Classification:			
Work Location:	Evaluation Based Upon:			
	Existing PD New PD (attached)			
Status: Permanent Probation	3			
Review Period:	Purpose of Evaluation:			
From: To:	Probationary Interim 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.				
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.				
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.				
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.				
2 Needs Improvement: The employee needs improvement in one or more	areas to meet minimum standards.			
1 Unsatisfactory: Performance does not meet goals, standards and department expectations. A formal performance improvement plan will be engaged.				
1. KEY JOB AREA/GOAL:				
STANDARDS: (Must be objective, attainable, and measurable)				
RESULTS/EVALUATION:				
SECTION 1 RATING: High 5	4 3 21 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/GO	AL:					
STANDARDS: (Must be object	ctive, attainable,	and measurable)				
RESULTS/EVALUATION:						
	SECTION 4 RA				Low	dd-)
AFFIRMATIVE ACTION REPORT: (For Managers and Supervisors – Re: P&P No. 3.130 (III)(A)(5) for standards)						
	AFFIRMATIVE AC	CTION RATING: High	5 4 4	3 2 1 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						
Communication						
Customer Service						
Diversity						
Innovation and Excellence						
Leadership and Teamwork						

OVERALL EMPLOYEE EVALUATION				
Rate the employee's overall performance based on the Key Job Are	as/Goals and Department Performance Expectations.			
High 5 4 3 2 1 Low				
SUMMARIZE EMPLOYEE'S OVERALL JOB PERFORMANCE. Ide the employee's performance rating. Also, indicate plans for training, 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, original to DMA State Human Resources Office.