

**UNIVERSITY OF WISCONSIN LAW SCHOOL
PERFORMANCE REVIEW & FORECAST**

Employee Name: _____

Date: _____

Title: _____

Supervisor: _____

Evaluation Period: _____

PRODUCTIVITY:

QUALITY of work

1

2

3

4

5

6

7

8

9

10

Unsatisfactory

Needs Development

Meets Expectations

Exceeds Expectations

COMMENTS:

QUANTITY of work

1

2

3

4

5

6

7

8

9

10

Unsatisfactory

Needs Development

Meets Expectations

Exceeds Expectations

COMMENTS:

EXPERTISE: JOB KNOWLEDGE & ABILITY TO LEARN

1

2

3

4

5

6

7

8

9

10

Unsatisfactory

Needs Development

Meets Expectations

Exceeds Expectations

COMMENTS:

INITIATIVE: JUDGMENT & CREATIVITY

1

2

3

4

5

6

7

8

9

10

Unsatisfactory

Needs Development

Meets Expectations

Exceeds Expectations

COMMENTS:

PROFESSIONALISM:

COMMUNICATION SKILLS

1

Unsatisfactory

2

Needs Development

3

4

5

Meets Expectations

6

7

8

Exceeds Expectations

9

10

COMMENTS:

ACCOUNTABILITY, FOLLOW THROUGH, RELIABILITY, DEPENDABILITY

1

Unsatisfactory

2

Needs Development

3

4

5

Meets Expectations

6

7

8

Exceeds Expectations

9

10

COMMENTS:

WORKING RELATIONSHIPS, COOPERATION

1

Unsatisfactory

2

Needs Development

3

4

5

Meets Expectations

6

7

8

Exceeds Expectations

9

10

COMMENTS:

SERVICE, DEPARTMENT, SCHOOL OR CAMPUS INVOLVEMENT

1

Unsatisfactory

2

Needs Development

3

4

5

Meets Expectations

6

7

8

Exceeds Expectations

9

10

COMMENTS:

OVERALL EVALUATION

1

Unsatisfactory

2

Needs Development

3

4

5

Meets Expectations

6

7

8

Exceeds Expectations

9

10

COMMENTS:

What has the employee accomplished over the past year/what went well? Hindsight being 20/20 and considering the outcomes, what might have been done differently or more effectively?

What are the employee's goals for the coming year? What skills is the employee interested in developing? What professional development opportunities does the employee seek? How well does this fit with the department's/supervisor's goals? How can the Law School support this development?

To be completed by employee: I have reviewed this performance review with my supervisor.

Comments:

Employee's Signature

Date

Supervisor's Signature

Date

Department Head's Signature

Date

Dean's Office Appointing Authority Signature

Date