



University of Wisconsin-Extension

Office/Unit Administrative Leader Role in the Performance Review Process

1. Maintain communication with the administrator who has oversight for your office/unit, e.g., regional director, program director, etc., to share any potential performance concerns.
2. Work with office/unit colleagues to design a performance review document that includes at least the minimum components expected. (See Performance Review Process Guidelines, page 3.)
3. Provide ongoing, straightforward feedback on performance to office/unit colleagues and regularly coach colleagues on their performance. Include both positive and constructive feedback. Do not "save up" feedback for an annual performance review conference, but rather provide it as situations arise.
4. If you coach a colleague who works in multiple offices, work to coordinate the feedback and review process with the other administrative leaders.
5. Conduct the annual performance review conference with colleagues:
 - Celebrate successes
 - Assist in planning for additional support
 - Give verbal and written feedback on performance
 - Date documents and gather signatures indicating that the document has been received
6. Submit completed performance reviews to the administrator with oversight for your office/unit for filing in permanent personnel records. County Wisconsin Nutrition Education Program (WNEP) Coordinators should provide copies to the Regional Director and State WNEP Coordinator.

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