

**Extension Colleague Role
in the Performance Review Process
(Excludes faculty who are participating in
the pilot "Faculty Annual Review" process)**

1. Work with the administrative leader for your office/unit, as well as office/unit colleagues, to format a written document. (See Performance Review Process Guidelines, page 3.) Wisconsin Nutrition Education Program (WNEP) nutrition educators should follow the process communicated by the State WNEP Coordinator.
<http://www.uwex.edu/ces/wnep/train/prevgdln.cfm>
2. Reflect on feedback related to your work performance that you have received during the year from various sources.
3. Complete a written document using the agreed upon office/unit format. (See also Performance Review Process Guidelines, Page 3.)
4. Participate in a performance review conference with the administrative leader for your office/unit and discuss your written document.
5. Sign and date your written document, indicating that you have received a copy.
6. Retain your personal copy of the written document.