



Extension Colleague Role in the Performance 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 outlined on the WNEP web site.
<http://www.uwex.edu/ces/wnep/train/prevgdln.cfm>
2. Gather 360° feedback, annually, from 8-10 sources on your performance. Seek feedback from individuals who have first-hand knowledge of your performance in your various roles.
3. Analyze your 360° feedback and reflect on how you can improve your work.
4. Complete a written document using the agreed upon office/unit format.
5. Participate in a performance review conference with the administrative leader for your office/unit and discuss your written document.
6. Sign and date your written document, indicating that you have received a copy.
7. Retain your personal copy of the written document.

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