



Executives & Management Performance Review

Executives and Management include those in an Assistant or Associate Vice President role, Directors and Senior Directors. This form is not to be used by direct reports of WSU President.

Please note: If you hover your mouse over a field while completing this form, an instructional prompt will appear. To enable this form to print all narrative text, text boxes are a fixed size. They will not expand as you type, however the text size will shrink to accommodate the space. If additional space is needed, please feel free to continue your thoughts on a Word document and save as a PDF.

Step 1: Employee Completes Assessment (Starting 1/1/2021)

- 1) Download and save this PDF to your computer. Open in [Adobe Reader](#).
- 2) Complete Self-Evaluation Narrative
- 3) Save the document *without* signature. You'll be asked to sign after the discussion with your supervisor.
- 4) Send to your supervisor.

Step 2: Supervisor Completes Assessment

- 1) Add comments as appropriate in Self-Evaluation Narrative section.
- 2) Save the document *without* signature. You will sign after the discussion with the employee.
- 3) Schedule a meeting to discuss the assessment. Reach out to your [HR Consultant](#) for assistance, if helpful, to prepare.

Step 3: Employee & Supervisor Conversation (By 3/31/2021)

- 1) Employee and supervisor sign assessment with digital signature to acknowledge that the conversation took place. Signature indicates acknowledgement of this form, not necessarily agreement with its contents. Adobe will walk users through setting up a digital signature. [For more help setting up a digital signature, click here](#). Save the document after signing.
- 2) Supervisor sends completed assessment to their [HR Consultant](#) to request upload into employee's file in Application Xtender. **Save file name as "Employee's Department Name, S/C/D Name, Employee's Last Name, First Name"**.

Second-Level Review & Signature

As requested by employee for higher level review, with a copy to your [HR Consultant](#).



WAYNE STATE
Human Resources

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Review Period: Jan. 2020 – Dec. 2020 **Due Date:** March 31, 2021 **Completion Date:**

Employee Information

Employee Name:

Banner ID:

School/College/Division:

Department:

Official WSU Job Title:

Supervisor Name:

Self-Evaluation Narrative:

The self-evaluative narrative should address accomplishments during the concluding year and goals for next year. Exhibits may be attached if desired. It may be helpful to begin by highlighting the goals you sought to attain as context. An optional space has been provided for this below.

Goals (Optional, For Context):

Accomplishments:

Supervisor's Comments:

Signatures

Employee Signature

Date

Supervisor Signature

Date

Second Level Review Signature

Date

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