



May 3, 2016

MEMORANDUM

TO: UWSA Employees
FROM: Margo Lessard
Interim Director of Human Resources
SUBJECT: Annual Performance Evaluations

It's time once again for annual performance evaluations to be completed for System Administration employees. The ongoing dialogue with your supervisor throughout the year is an integral and fundamental part of the performance management process. Annual performance evaluations are a culmination of this year long dialogue. The evaluation is a performance conversation for both parties and an opportunity to review with your supervisor your expectations, successes and concerns. It is an opportunity for you and your supervisor to discuss your strengths and/or areas of improvement related to both position-specific responsibilities, general performance, and set goals for the coming year. Staff development is addressed as part of the performance evaluation process as well. Evaluations may identify a plan to provide appropriate staff development opportunities in respective fields, keeping in mind that all staff development programs are subject to the availability of funds.

Annual performance evaluations are required by UW System policy [see [UPS Operational Policy HR5\(4\)\(D\)](#)]. To provide consistency for all employees, a single performance evaluation program and form may be used to evaluate all staff (form can be found on the H:drive at H:Forms\HR-Payroll Forms\UWSA Perf Eval Form 4-15). Although your supervisor may use a different method to document your performance (e.g., memo, different form, etc.), main elements of the UWSA form are a guide for the discussions that will take place between you and your supervisor.

As a first step in the performance evaluation process, you will want to review your position description, note any changes necessary to reflect current duties and discuss with your supervisor. As noted above, the annual evaluation meeting is a performance conversation for both parties. You will want to do a self-assessment of your performance prior to the evaluation meeting. Following the evaluation discussion, if a position description update is warranted, a revised position description should be completed. The revised position description should be signed by you and your supervisor acknowledging the revisions.

Please review the attached document, "UWSA Guide to Performance Evaluations," which explains the performance evaluation process in greater detail. **All performance evaluations need to be completed by July 1, 2016.** Your supervisor will be contacting you in the near future to schedule your performance evaluation.

Important Note: A performance management workgroup, co-chaired by Shenita Brokenburr, Senior Associate Vice President and CHRO, and Lori Stortz, Chief Audit Executive, is being formed to review the current UWSA performance management process and make recommendations on a revised process by mid-summer. The 2016-17 review cycle could be shortened (e.g. moving from a fiscal year review cycle to a calendar year review cycle) depending upon the recommendation from the workgroup. It is important to consider a potential change to the review cycle when setting goals for 2016-17.

If you have questions regarding performance evaluations, contact Georgi Lowe at glowe@uwsa.edu or 263-4390.

Attachment

UWSA Guide to Annual Performance Evaluations

PERFORMANCE MANAGEMENT AND ANNUAL PERFORMANCE EVALUATION

On-going dialogue and evaluation of performance are essential to the performance management process and should take place throughout the review period. This requires regular discussion between supervisors and staff members regarding recognition for completion of projects and assignments, examination of established objectives and/or dealing with performance problems in a timely manner. If a staff member or supervisor has questions regarding performance during the year, either party is encouraged to initiate an interim meeting to informally discuss the concern

The annual performance evaluation is one step in the performance management process and the culmination of a year long dialogue between supervisors and staff members. The annual evaluation is a performance conversation where both parties participate in the discussion and is designed to promote open communication between supervisors and staff members concerning the staff members' strengths and/or areas of improvement related to both position-specific responsibilities and general performance. It is an opportunity for both the supervisor and staff member to identify 3 to 5 goals, including career development goals. Although the evaluation of performance is a supervisory responsibility, staff members' comments are included as part of the official record.

Evaluations are based upon objective and measurable standards that relate to the primary responsibilities of the position. In preparation for the formal performance evaluation meeting, the supervisor and staff member should review and, if necessary, update the responsibilities as identified in the position description. It is critical any change in duties is reviewed and acknowledged by the staff member. Whenever a position description is updated, the signed document should be sent to the OHRWD Office for inclusion in the staff member's official personnel file.

PERFORMANCE EVALUATION MEETING

The annual performance evaluation meeting consists of a face-to-face discussion of the past year's job performance. The review period is based on the fiscal year and runs from July 1 – June 30. Each staff member should be asked to do a self-assessment of his/her performance prior the performance evaluation meeting. Both the supervisor and staff member should come to the meeting prepared to discuss the staff member's performance related to key job responsibilities and general performance areas, along with factors which may have affected performance. There should be a discussion of whether or not goals identified the year before were attained, still remain as goals or no longer apply, and whether new goals should be identified. The discussion should include ideas for how performance can be improved and the job made more satisfying/rewarding. Career development opportunities also should be discussed.

WRITTEN PERFORMANCE EVALUATION FOLLOWING THE PERFORMANCE EVALUATION MEETING

Following this meeting the supervisor must formally document the staff member's performance. One method to do this is to complete the UWSA Performance Evaluation Form (form attached; can also be found on the H:drive at H:Forms\HR-Payroll Forms\UWSA Perf Eval Form 4-15). To use this form, the supervisor will identify key responsibilities of the position and then indicate for each identified responsibility as well as applicable general performance items whether the staff member's performance shows a strength or a need for improvement in that area. Information supporting those evaluations can be entered in the comments section next to the responsibility or general performance item. The overall performance should be assigned to one of the five categories indicated on the form (see definitions of categories on next page). Short- and long-term goals should also be indicated. If desired, supervisors

may use a different method to document staff member performance (e.g., memo, different form, etc.); however, it is recommended that elements of the UWSA Performance Evaluation Form be used as a guide for the discussions taking place between the supervisor and staff member.

The supervisor signs the form (or alternate written method) and shares it with the staff member who also signs it (after adding comments, if desired) as acknowledgement of receipt. If the staff member disagrees with the evaluation, an addendum of the staff member's concerns may be attached. Copies of the completed, signed evaluation are retained by both the supervisor and staff member. The original written evaluation is sent to the UWSA Office of Human Resources and Workforce Diversity at 780 Regent Street for placement in the staff member's official personnel file.

Overall Performance Category Definitions

Outstanding Performer

Rare superior performance. Consistently surpasses performance expectations and goals. Achieves beyond the regular assignment in all areas throughout evaluation period. Contributes to the organization's success by adding significant value well beyond job requirements.

Exceeds Expectations

Frequently exceeds performance expectations and job requirements - demonstrates very high level performance in all areas of responsibility.

Solid Performer in all Facets of the Job

Independently and competently performs all aspects of the job function, responsibility or goals. Consistently fulfills expectations and at times may exceed expectations.

Satisfactory

Competently performs most aspects of the job function, responsibility or goal. May require improvement in one or two areas of consistent weakness to meet expectations.

Unsatisfactory

Consistently below expectations and/or has failed to make reasonable progress toward goals