



April 26, 2016

## MEMORANDUM

**TO:** UWSA Supervisors

**FROM:** Margo Lessard  
Interim Director of Human Resources

**SUBJECT:** Annual Performance Evaluations

This is a reminder that the Annual Performance Evaluation time is upon us. The annual performance evaluation is one step in the performance management process. The on-going dialogue with staff members throughout the year providing feedback regarding expectations, successes and concerns are a supervisor's responsibilities and integral part of the performance management process. The annual performance evaluation is the culmination of this year long dialogue and is a performance conversation where both parties participate in the discussion.

A single performance evaluation program and form may be used to evaluate limited, academic staff and university staff performance (form attached; can located on the H drive: Forms\HR-Payroll Forms\UWSA Perf Eval Form 4-15). However, supervisors may use a different method to document performance (e.g., memo, different form, etc.) as long as elements of the attached form are used as a guide for the discussion that takes place between the supervisor and the staff member.

Please review the attached document, "UWSA Guide to Performance Evaluations." It explains the performance evaluation process in greater detail. Staff members also will receive this document informing them supervisors will be scheduling annual performance evaluations.

Information sessions are available (see schedule below) to assist you in completing the performance evaluation process.

Wednesday, May 11	1:30 - 2:30 p.m.	Rm. 126B, 780 Regent
Monday, May 16	9:00 - 10:00 a.m.	Rm. 217, 660 W. Washington
Wednesday, May 18	2:00 - 3:00 p.m.	1511 Van Hise

The sessions also will be made available online as a PowerPoint presentation (URL will be provided following the in-person training).

**Important Note:** As a reminder, a performance workgroup, Co-Chaired by Shenita Brokenburr and Lori Stortz, 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.

Please submit signed performance evaluations no later than Friday, July 1, 2016, to Georgi Lowe, UWSA Office of Human Resources, Suite 224, 780 Regent St. If you have questions regarding performance evaluations, contact Georgi at [glowe@uwsa.edu](mailto: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