



HR Design Performance Management

Who Does Performance Management Affect?

- Full-time University (Classified) and Academic Staff
- Part-time University (Classified) and Academic Staff
- Faculty with University (Classified) or Academic Staff employees
- University (Classified) Staff project employees with positions lasting one year or more
- Limited Appointees

Campus units
must implement
this policy in
July 2015

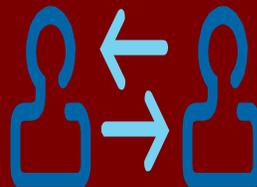
The new campus-wide performance management policy is an important element in developing, maintaining and retaining a high-performing workforce that meets the needs of a 21- century university and its employees.

Program developers have gathered input through conversations and listening sessions with governance groups, divisions, schools and colleges and other stakeholders and designed a new performance management program to serve a highly diverse and complex higher education organization like UW-Madison.

The new program offers:

- **Flexibility.** Schools and departments are free to design and implement a customized PM program that satisfies all policy requirements and meets their individual needs.
- **Support.** The Office of Human Resources provides training, resources, tools, and consultative services.
- **Consistency.** The performance management policy supports best practices for employee evaluation across campus.

At the heart of the program are
conversations between employees
and supervisors



UW-Madison HR Design
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The Program



- **Expectations and goal-setting.** Managers/supervisors should have initial expectation and goal-setting conversations with each of their employees at the start of the performance year.
- **Informal conversations.** Managers/supervisors should conduct regular informal conversations with their employees. Meetings should include coaching, support, and feedback to employees about their work, developmental needs and accomplishments.
- **Summary evaluation.** All managers/supervisors should conduct summary performance evaluations of their employees at the conclusion of each new employee's evaluation period and the end of each performance year thereafter. At a minimum, this conversation should include the following:
 - * Whether the employee's performance met expectations
 - * Whether the employee achieved annual goals
 - * Professional development needs and opportunities
 - * Opportunities to develop skills and knowledge to foster career growth

The Benefits

- The policy supports the goal of developing and retaining a high-performing campus workforce.
- Research shows that effective performance management encourages behaviors that support organizational goals and objectives.
- Performance management systems that clarify expectations, address performance issues, and identify developmental needs can improve employee performance.
- Employees receive useful feedback to support their performance and career growth.

**The UW–Madison performance management
policy and resources can be found at**

kb.wisc.edu/ohr/policies