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 21st-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.
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 hrdesign.wisc.edu