



Who does the performance management policy affect?

The new policy applies to almost all employees on campus. Faculty members who supervise employees other than students are expected to conduct performance management activities in accordance with the new policy.

What is new about this performance management program and policy?

The performance management policy requires at least four activities. These have not been required campus-wide in the past. Therefore, many staff members will notice a change in the frequency, breadth and quality of conversations between supervisors and employees.

Will faculty who are supervising Academic Staff and University (Classified) Staff be responsible for conducting reviews and implementing the performance management policy?

Yes. Faculty members who supervise Academic or University Staff members will be responsible for conducting performance management activities in accordance with the university policy.

For performance management resources and information, visit hrdesign.wisc.edu

What happens if a manager or supervisor does not follow the performance management policy?

Managers/supervisors who fail to complete all required performance management activities in accordance with the policy will be ineligible for the general wage adjustment (GWA) or performance pay increases for that fiscal year.

What are the components of the new performance management policy?

- 1. Expectations and goal-setting.** Faculty managers/supervisors should have initial expectation and goal-setting conversations with each of their new employees within 30 days of their start date, and annually after that. These discussions should cover the major duties of the new hire’s position, work priorities, and how performance will be evaluated. Date of the conversation, goals, and expectations identified in this meeting must be documented and then provided to the employee.
- 2. Informal conversations.** Faculty managers/supervisors should regularly engage in informal conversations with their employees about the duties, expectations and performance. These meetings should include feedback, coaching and support about work, needs and accomplishments.
- 3. Mid-point conversation.** Faculty managers/supervisors should conduct a feedback and coaching conversation approximately midway through a new employee’s probationary period and midway through each performance year after that. Documented mid-point conversations must identify whether the employee’s performance is meeting expectations.
- 4. Summary evaluation.** All Faculty managers/supervisors should conduct summary performance evaluations with their employees at the conclusion of each new employee’s probationary period and at the end of each performance year after that. At a minimum, supervisors should discuss:
 - a. Whether the employee’s performance met expectations
 - b. Whether the employee achieved annual goals
 - c. Professional development needs and opportunities
 - d. Options to develop additional skills and knowledge to foster career growth

What information will HR staff need to track performance reviews? What will they be asked for?

Unit HR Reps will work with their departments to make sure managers and supervisors complete the performance management activities required by the new university policy. These performance management activities include conducting and documenting a goal- and expectations-setting meeting, a mid-point conversation, and a summary conversation with every employee who reports to the manager/supervisor.

