

I. Purpose:

The University of Wisconsin-Superior is committed to a performance management system that fosters and acknowledges excellent employee performance. Performance management should be conducted with fairness and transparency, and should also include opportunities to discuss and plan for employee career development. The purpose of this policy is to establish a consistent performance management process that provides UW-Superior employees with clear objectives, ongoing and valuable feedback, professional development, and recognition for work well done. The goal of this process is to ensure that employee job performance is in alignment with institutional missions, values, and objectives.

II. Definitions Specific to this Policy:

“Performance evaluation” means a continual process of identifying, measuring and developing job-related employee performance.

“Performance management” is a continual process of establishing expectations, ongoing coaching and feedback, and measuring outcomes in formal performance evaluation.

III. Procedure:

Per UPS OP HR-1, new university staff shall be required to serve a 6-month probationary period. During this probationary period, the employee shall be evaluated at 3-month and 6-month intervals using the probationary evaluation forms identified in Attachments A and B.

On-going permanent university staff shall be evaluated annually using the annual evaluation form identified in Attachment C. The annual evaluation must be completed and submitted to the Human Resources no later than March 1. The original completed evaluation will be retained in the employee’s Personnel file in Human Resources.

During the annual evaluation process, employees must be rated satisfactory or above to be eligible for pay plan increases.

IV. Statement on Coaching:

Performance coaching is a continuous and continual process of providing help by analyzing employee performance and other job behaviors for the purpose of increasing job effectiveness. It is an integral part of performance development.

Both informal day-to-day coaching and regular coaching sessions are recommended. These can be short update sessions to check on progress, give feedback, and address problems that have arisen. It is recommended that supervisors and employees meet at least one other time, outside of the evaluation process, to discuss performance.