

To: WSE Deans, Chairs, Directors, Administrators  
From: Jim Aumiller  
Date: April 1, 2011  
Subject: 2011 Staff Performance Management Process

Attached is the 2011 Performance Management form to be used in completing staff performance appraisals.

Please take a few minutes to review and then pass along to anyone else in your area responsible for conducting appraisals. *The form is designed to be completed electronically, and the boxes will expand to accommodate all comments.*

Each supervisor should provide the electronic form to their employees and ask them to complete the Employee portion of Section 1 and return. Supervisors then complete their part of Section 1 as well as section 2. A meeting is then scheduled to discuss the employee's performance during the past year and to complete sections 3 and 4 collaboratively.

While there is no box for the supervisor to indicate an overall rating, if the majority of the ratings are either in the *Needs Improvement (1)* or *Top Performer (5)* category, please send section 2 to Bonnie Duggins for review **before meeting with the employee**. All completed appraisal forms are to be sent to Bonnie Duggins, WSE HR Manager, **no later than Wednesday, May 18**. Failure to submit the completed appraisal forms by the deadline may result in a delay in processing salary increases.

Along with your department/center's appraisal forms, please include a spreadsheet with your percentage requests for salary increases effective 7/1/11. **The salary pool for FY '12 has been set at 2%.**

The appraisals and salary requests will be presented to Dean Jones for final approval.