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.