

WMU Performance Management Quick Reference

STEP 1: SET OBJECTIVES & COMPETENCIES for UPCOMING YEAR

- ✓ Complete by August of each year
- ✓ Supervisor sets direction
- ✓ Employee develops:
 - ✓ 4 to 6 Objectives & Success Measures
 - ✓ 3 to 4 Competencies; you may select from any of the categories:
 - Organizational Success
 - Job Effectiveness
 - Making People Matter
- ✓ Form found at:
<http://www.wmich.edu/hr/forms.htm#perfmgmt>
- ✓ Supervisor & employee review & finalize Objectives & Competencies
- ✓ Supervisor retains original form and gives copy to employee to retain

STEP 2: TRACKING & COACHING

- ✓ Informal reviews and coaching throughout the year
- ✓ Modifications/revisions to Objectives & Competencies can be done at any time. Record these revisions on the Performance Management Annual Review Form.

STEP 3: YEAR-END REVIEW

- ✓ Optional: Employee prepares Self Review Worksheet & provides to supervisor before or during year-end performance review.
- ✓ Supervisor reviews and rates employee's performance
 - ✓ Selects overall rating
 - ✓ Must include a rating for each Objective & Competency
 - ✓ Must include an overall comment
- ✓ Supervisor & employee meet & review performance
- ✓ Employee & supervisor sign & date form
- ✓ Each keeps a copy of final review
- ✓ Supervisor sends the following originals to HR Services **by MID-MAY deadline**:
 - ✓ Completed & signed Performance Management Annual Review Form
 - ✓ The Employee's Self Review Worksheet (optional)

