

Greetings Staff Compensation System Employees and Supervisors.

As part of the annual Performance Management process, supervisors must submit completed Annual Review forms for all Staff Compensation System employees to Human Resources no later than Friday, May 24.

Providing performance feedback is important to the employee and contributes to departmental and University goals. It is the supervisor's responsibility to timely complete performance reviews and submit to HR by the deadline.

**Reviews are mandatory. Supervisors who submit late performance reviews will not be eligible to receive any scheduled pay increases until they submit to Human Resources completed signed performance reviews for their staff.**

As you prepare for the 2023-24 year-end reviews, please keep the following in mind:

- 1) The employee may prepare a self-review using the Self Review Form located via the link below. Employees who complete a self-review should give it to their supervisor before or during the review meeting. The self-review form is optional.
- 2) The supervisor must mark both individual ratings and an overall rating, make written year-end comments and then obtain the required signatures on the original annual review form.
- 3) Once the required signatures are obtained, please send both the original form and the employee's Self Review Form (if completed), to Human Resources.

Please note that HR has a preferred email in-take process for receiving the annual performance reviews. The preferred method is to email completed signed annual reviews to the HR Service Center at email address: [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu) . If you are unable to submit by email, you may send via campus mail or drop off at the HR Service Center, Room 1270 Seibert Administration Building, Mailstop 5217. Note: Please do one of three things when submitting Reviews to Human Resources: email, send via campus mail, or drop off to the HR Service Center by the deadline. Do not email or copy your HR Business Partner when submitting the reviews.

More information about the Performance Management Program is available online at <https://wmich.edu/hr/supervisorresources/performancemanagement>.

The Performance Management form, along with detailed instructions and definitions, are available on the HR Forms page at <https://wmich.edu/hr/forms/performance>.

If you have any questions, please contact the HR Service Center at [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu) or at (269) 387-3620.