



Your Performance Review Strategy:

Use this document to support you in creating your performance review strategy for your department. Also available to you is the [Performance Management Toolkit for Leadership](#)

Determine which performance management evaluation method you would like your department to use within the ePerformance platform, the Competency or Goals model. Consider collaborating with your department to make the decision. Employees need to rate themselves and receive ratings from you on at least one method. Both methods may be chosen – this provides the most feedback to employees.

Collaborate with each of your employees to create goals for the performance period. Assist them to align their position description responsibilities with the Competency and/or Goals model.

Throughout the performance period:

- ☐ Gather/track employee accomplishments and challenges that you are aware of or observe
- ☐ Provide feedback (positive and for improvement) based on behaviors and results in a timely manner
- ☐ Use the strength based performance management guide to support your employee's development as well as your own

Complete a performance review for each employee once per year.

Prepare for the performance review:

- ☐ Review each employee's current position description – document any changes that you identify
- ☐ Create a draft list of goals for the upcoming performance period
- ☐ Login to the ePerformance platform to complete each performance review step by the assigned due date
- ☐ Complete the evaluation for the employee based on the model(s) your department has chosen

Meet with each employee to discuss their performance. [Performance Management](#)

Need additional guidance?

Contact Human Resources @ HR@uwsp.edu or 715-346-2606