



Your Performance Management Strategy:

Use this document to support you in creating your performance management strategy for your department. Reference the [Performance Management Toolkit for Leadership](#) for more details.

Determine which performance management evaluation method you would like your department to use, 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. If the competency model is chosen as the model for evaluations, the goals do not need to be rated, only created, tracked, and then reflected on.

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:

- Complete an evaluation for the employee based on the model(s) your department has chosen
- Encourage your staff to do supplemental reviews
- Review each employee's current position description – document any changes that you identify
- Create a draft list of goals for the upcoming performance period
- If the employee does a supplemental review, download the results
- Gather the employee's self-evaluation, draft goals and position description notes

Meet with each employee to discuss their performance. Ensure that all materials are gathered and signed for your employee's performance review. Send the finalized materials to Human Resources and Affirmative Action.

Additional Tip: At least once a year request feedback from your team using the Leadership Evaluation tools available through the [Performance Management](#) webpage.

Need additional guidance?

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