Performance Management Matters to Leaders, Employees, and WCU Excellence

We are quickly approaching the FY2014-15 deluge of information requests for strategic planning, departmental/divisional reporting, grant activity, etc. While reporting on department’s accomplishments, this is the opportune time to recognize the employees who helped reach those goals. The performance review process facilitates that recognition, and helps employees understand how their performance (positive/negative) impacts the department and customers through dialogue and documentation.

Performance appraisal should be a positive experience that contributes to the overall success of WCU. If done properly, it’s a very effective tool and process to improve performance and productivity and develop employees and future leaders. It helps them to do better, and raises self-esteem and motivation. With the eminent turnover due to baby boomer retirements and an improving job market, this helps serve as a critical feedback and planning resource. Above all it strengthens the supervisor/subordinate relationship and fosters commitment. Research clearly supports that the benefits of their use far outweigh the time and effort required in the process (#1 reason to avoid doing it.)

WCU employee self and supervisor evaluations can be started now and the deadline for completed 2014-15 evaluations is September 11, 2015 for AFSCME, Nurses, Police/Security, and SUAs. Manager evaluations are due to HR by August 21, 2015. Completed documents (job descriptions/standards and/or evaluations) should be scanned and e-mailed to dnorris@wcupa.edu (preferred) or sent via campus mail to HR, 201 Carter Drive, Suite 100. All evaluations and supporting documents will be included in employees’ individual electronic personnel files. Blank evaluation forms and samples can be found here.

Any questions about the process, forms, and strategies to best communicate employees' strengths, challenges, and ways to improve performance, and/or develop talent should be directed to ssherman@wcupa.edu.