



Performance Management Program Guide

These procedures accompany the campus-wide performance management policy hrdesign.wisc.edu/performance-management/

Performance Management Program Overview

Our performance management program requires these five elements:

1. **Expectations and goal-setting**

Managers/supervisors should have initial expectation and goal-setting conversations with each of their new employees within 30 days of their start date, and annually after that. These discussions should cover the major duties of the new hire's position, work priorities, and how performance will be evaluated. Date of the conversation, goals, and expectations identified in this meeting must be documented and then provided to the employee.

2. **Informal conversations**

Managers/supervisors should regularly engage in informal conversations with their employees about the duties, expectations and performance. These meetings should include feedback, coaching and support about work, needs and accomplishments.

3. **Mid-point conversation**

Managers/supervisors should conduct a feedback and coaching conversation approximately midway through a new employee's probationary period and midway through each performance year after that. Documented mid-point conversations must identify whether the employee's performance is meeting expectations. Our performance management cycle determines that mid-point conversations must be held once a year.

4. **Summary evaluation**

All managers/supervisors should conduct summary performance evaluations with their employees at the conclusion of each new employee's probationary period and at the end of each performance year after that. Our performance management cycle determines that summary evaluations must be held each fiscal year. At a minimum, supervisors will discuss:

- ✓ Whether the employee's performance met expectations
- ✓ Whether the employee achieved annual goals
- ✓ Professional development needs and opportunities
- ✓ Options to develop additional skills and knowledge to foster career growth

5. **Documentation**

The expectations and goal setting, mid-point conversation, and summary evaluation conversations require documentation in the annual and mid-point evaluation.