

UW-Madison School of Veterinary Medicine (SVM)

Performance Management Program Guide

Revised July 2015

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

Performance Management Overview

Why performance management?

The UW-Madison has committed to maintain an effective workforce with engaged and highly skilled employees. To fulfill that commitment, a performance management policy has been developed that guides the creation and upkeep of performance management programs. This policy is written to help guide the activities at the University, to support and enhance healthy, inclusive and engaging relationships with employees and their managers / supervisors.

What is performance management?

Performance management is an ongoing process where supervisors and employees work together to plan, monitor, and review an employee's work objectives, goals, and professional development. A key element of performance management is communication between a supervisor and an employee throughout the year. Part of the performance management process includes frequent informal conversations. These include coaching and feedback discussions related to the duties and expectations of the employee's position. Employees are best served when they receive ongoing feedback on their performance and career growth.

Employees Covered by the Performance Management Policy:

- Full or part-time Academic and University Staff employees with a defined or anticipated appointment greater than one year
- Limited Appointees
- All supervisors of Academic and University Staff employees, including Faculty
- Clinical Faculty and Instructors will be evaluated in accordance with departmental review policies

Required Elements of the UW-Madison Performance Management Program:

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.

Required documentation must include:

- ✓ Date of the conversation
- ✓ Goals and expectations that were identified in the meeting
- ✓ A copy must be provided to the employee

Sample performance evaluation forms are available at: [SVM HR Administrator link](#)

Supervisors may use another evaluation form, but it must meet the above requirements.

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.

Required documentation must include:

- ✓ Date of the conversation
- ✓ Whether the employee's performance is meeting expectations
- ✓ A copy must be provided to the employee

The [SVM Performance Management Documentation Form](#) must be signed by employee and supervisor and submitted annually to employee's departmental office.

4. **Summary evaluation:** 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. 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

Required documentation must include:

- ✓ Updated goals, needs, expectations
- ✓ Whether the employee's performance is meeting expectation
- ✓ If not meeting expectations, the supervisor must contact the SVM HR Office to determine additional steps that may need to be taken.
- ✓ Complete results section of annual goal setting form.
- ✓ A copy must be provided to the employee.

Supervisors may use another evaluation form, but it must meet the above requirements.

SVM Performance Management Roles

Manager/Supervisor:

- Complete Goal-Setting/Expectations process within 30 days of a new hire's start date using the sample performance evaluation forms or alternate form which meets UW policy requirements. **Sample forms available at:** [SVM HR Administrator link](#)
- Conduct frequent meaningful conversations with employees on their performance, goals, and growth
- Complete/sign the [SVM Performance Management Documentation Form](#) at Mid-point
- Complete/sign the results section of annual goal-setting form.
- Submit **Documentation** and **Performance Evaluation Form** to departmental office on an annual basis (*Department Administrators will typically request this documentation in the spring*).
- Seek assistance from SVM HR Office when necessary.

Departmental Administrator:

- Oversee performance management document workflow and retention for the department
- Track completion of mid-point conversation and annual evaluation processes by requesting the [SVM Performance Management Documentation Form](#) and completed evaluation forms annually.
- Retain copy of all employee annual evaluations in confidential personnel files.
- Submit a copy of the **SVM Performance Management Documentation Form** annually to the SVM Human Resources Office for all employees covered by the UW policy.

SVM Human Resources Office:

- Develop, implement, monitor, and maintain a performance management system that complies with UW policy and supports employee and organizational needs.
- Oversee performance management document workflow and retention for the division. (*SVM HR Office will send reminders of the evaluation process annually and provide departments with a listing of employees requiring an evaluation*).
- Ensure supervisors and employees are trained in the performance management program
- Consult with campus Office of Human Resources as needed.