Summer is the Perfect Time for Vacations... and Performance Reviews!

Employees often use the summertime for vacations and even staycations (staying home and participating in leisure activities there or within driving distance). It’s also a time for them to recognize their own hard work and accomplishments and recharge their batteries. Summer also is a time when managers, chairs, and supervisors can recognize and help (re)charge their employees. The performance review process helps facilitate those recognition discussions and document employees’ performance so employees understand and appreciate how their performance, whether positive or negative, impacts the department and customers. Lastly, it’s a time to discuss employees’ career aspirations and goals, and how we can help them develop to achieve them.

Research confirms the performance review and “stay interview” dialogue can have a profound effect on levels of employee motivation, engagement and satisfaction (for better as well as for worse), and employees even prefer negative feedback to no feedback/recognition at all. The message to employees that individual and team performance and development matters is reported to have a positive influence on individuals’ sense of worth, commitment, and belonging. This impacts employee engagement, productivity, results, and retention.

For 2016-17, all completed WCU staff evaluations (AFSCME, SCUPA, Police/Security, Nurses, etc.) are due to HR by September 15, 2017. (Manager appraisal timelines will be shared soon.) Completed staff documents (evaluations, job descriptions and standards) 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’ electronic personnel files.

Resources:

**Talent Management Resources:** Blank forms, samples, and other published performance management resources, including “Tips for Conducting a Performance Evaluation.”

**Performance Management Bootcamp:**
Gain 24/7 access to up to six virtual learning programs that will help you get the most out of the performance management process for you and your employees.

**Contact Scott Sherman**
for more strategies to best communicate employees' strengths and challenges, ways to improve performance and develop talent; or with any questions about the process.