Instruction Schedule for the 2015 Performance Evaluation Cycle

Last year, Wright State University implemented a new performance evaluation process based on research into best practices and feedback from university faculty and staff. Once the evaluation cycle was complete, Human Resources solicited additional feedback from participants in that process to further refine how performance evaluations are conducted at the university.

The survey feedback indicated that the most significant improvements needed were in the education and perception of the process. To that end, we are providing an expanded instruction schedule with sessions from both an employee’s and a supervisor’s perspective. These sessions will explain both the Self-Appraisal form and the Formal Performance Evaluation form, as well as the purpose of the performance evaluation process at Wright State University.

Performance Evaluations: An Employee Perspective

This session will cover:

- Why does Wright State University require annual performance evaluations? Specifically, “how does it benefit individual employees?”
- What is the university performance evaluation process? (in an overview format)
- What is the Self-Appraisal form? How does it work?
- What is the Formal Performance Evaluation form? What is the purpose of it?
- How can an individual employee contribute to the effectiveness of the process?

The schedule for sessions from an employee’s perspective is:

- Monday, March 16 – 10:00 a.m.
- Wednesday, March 18 – 2:00 p.m.
- Friday, March 20 – 9:00 a.m.
- Wednesday, March 25 – 1:00 p.m.
- Thursday, March 26 – 10:00 a.m.
- Monday, April 6 – 1:00 p.m.

Performance Evaluations: A Supervisor Perspective

This session will cover:

- Why does Wright State University require annual performance evaluations? Specifically, “why should a supervisor bother?”
- What is the university performance evaluation process? (in a detailed format)
- What is the Self-Appraisal form? What should result from the self-appraisal conversation?
- What information should be relayed in a Formal Performance Evaluation form?
- What preparation can a supervisor do to increase the effectiveness of the process?
The schedule for sessions from a supervisor’s perspective is:

- Wednesday, March 18 – 10:00 a.m.
- Thursday, March 19 – 2:00 p.m.
- Friday, March 20 – 1:00 p.m.
- Monday, March 23 – 9:00 a.m.
- Thursday, March 26 – 2:00 pm.
- Thursday, April 9 – 1:00 p.m.

All sessions are scheduled for one hour and the locations will be announced soon. Thank you for your participation in this vital process designed to accomplish the university’s strategic plan of empowering our faculty and staff to develop professionally, intellectually, and personally. If you have any questions or suggestions, please contact Emily Hamman at emily.hamman@wright.edu.