**Performance Evaluation Timeline and Instruction Schedule**

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 evaluation period this year is April 1, 2014 to March 31, 2015. Based on the survey feedback, the forms will remain substantially similar in content to last year but have been altered to improve compatibility with most computer systems. Additionally, the timeline has only minor modifications. The new, slightly modified forms and significantly expanded guidebook will be placed on Human Resources’ website by March 13.

The timeline for this year’s process is:

- March 31, 2015 – Performance evaluation period closes
- April 8, 2015 – Self-Appraisal Form to be submitted to supervisor
- April 29, 2015 – Formal Performance Evaluation Form to be signed by employee
- May 8, 2015 – Signed Formal Performance Evaluation Form to be delivered to Human Resources
- June 1, 2015 – Human Resources to report supervisor compliance with process to Deans/VPs

The survey feedback indicated that the most significant improvements needed were improved training/guidebooks and clearer explanations of the employee and supervisor roles. Both issues are addressed in our expanded series of instructional sessions. 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. in 140 Health Sciences
- Wednesday, March 18 – 2:00 p.m. in 140 Health Sciences
- Friday, March 20 – 9:00 a.m. in 140 Health Sciences
- Wednesday, March 25 – 1:00 p.m. in 140 Health Sciences
- Thursday, March 26 – 10:00 a.m. in 303 Oelman Hall
- Monday, April 6 – 1:00 p.m. in 402 Millett Hall
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. in 140 Health Sciences
- Thursday, March 19 – 2:00 p.m. in 060 University Hall
- Friday, March 20 – 1:00 p.m. in 140 Health Sciences
- Monday, March 23 – 9:00 a.m. in 140 Health Sciences
- Thursday, March 26 – 2:00 pm 302 Oelman Hall
- Thursday, April 9 – 1:00 p.m. in Discovery Room A (163A) Student Union

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.