

WASHINGTON STATE UNIVERSITY



Preparing for Your Annual Review

May 2020

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It's performance review day.

Last year, my performance review started with Michael asking me what my hopes and dreams were and ended with him telling me he could bench press 190 pounds.

So, I don't really know what to expect.

-Pam



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Presentation Overview


- Policies and Performance Expectations
- Preparing for your performance review
- Preparing for next year



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Evaluation Policies

Civil Services	Administrative Professional
<ul style="list-style-type: none">• WAC 357-37• BPPM 60.55• REQUIRED• Permanent EE's - Annually (prior to PID)• Probation or Trial Service – 6 months• May request cyclic reviews• HRS	<ul style="list-style-type: none">• AP Handbook• BPPM 60.55• Foundation Fiscal Year• HRS




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Expectation Criteria

Civil Service




Administrative Professional



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Performance Expectation Categories


- Civil Service position descriptions must include Performance Expectations
- Expectations guides/samples *must* include:
 - ✓ Unsatisfactory
 - Needs improvement
 - ✓ Satisfactory/meets expectations
 - Exceeds expectations
 - ✓ Outstanding performance
- *It is recommended that AP employees also have performance expectations.*



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Preparing for the Performance Review

- Prepare throughout the year
 - ✓ Know your performance expectations
 - ✓ Keep and review notes, goals, accomplishments
- Be familiar with the official forms and processes
- Identify talking points or questions you want to ask during the review process




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CS Responsibilities

In preparing for the review process civil service employees are responsible for:

- Requesting clarification of any job duty, standard, or expectation that is unclear;
- Performing work as assigned and meeting job standards and expectations;
- Participating in the performance evaluation process;
- Communicating with his or her supervisor and sharing problems so the supervisor may better measure progress and provide assistance.




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Information Supervisors May Request

A supervisor may request an employee provide some or all of optional documents/information outlined below to assist in the review process:

- Have the employee complete a self evaluation;
- A list of accomplishments for the previous year relative to performance criteria;
- A list of goals, criteria, objectives, and expectations for the coming year;
- Input on current position description and performance expectations.




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AP Responsibilities

In preparation for the review process, an AP employee is responsible for submitting the following information to his or her immediate supervisor:


- An accurate position description that reflects current duties and responsibilities;
- Performance criteria;
- A list of accomplishments for the previous year relative to performance criteria;
- A list of goals, criteria, objectives, and expectations for the coming year;
- The portfolio may include any other documentation that addresses the employee's level of performance.



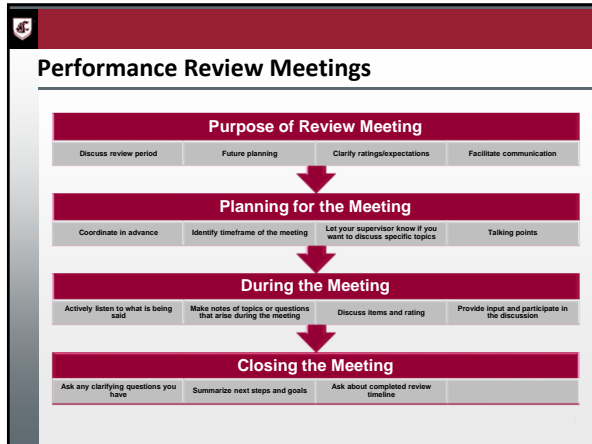
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SMART Goals

- Specific
- Measurable
- Attainable
- Relevant
- Timely



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- Performance Review Reminders**
- Annual Review shouldn't be a surprise
 - It's okay to ask for feedback or clarification of expectations
 - Written Rebuttal
 - Employee signature:
 - indicates receipt of review – not agreement
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- Preparing for Next Year**
- Periodically review goals and monitor progress
 - Identify challenges or impediments
 - Brainstorm with supervisor if needed
 - Ask for supervisor feedback when needed
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Items For Reflection


- Do I clearly understand my role in the organization?
- Do I understand what is required to be successful in my position?
- Do I receive constructive and corrective feedback throughout the year regarding my performance?





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Resources

- BPPM 60.55
- WAC 357.37
- Administrative Professional Handbook
- Visit HRS's web site to access a sample of Performance Expectations.
 - Go to www.hrs.wsu.edu, and click on Manager/ Classification-Compensation
- HRS- www.hrs.wsu.edu
- Questions can be directed to HRS
 - *Bonnie Wilmoth, 335-9594 or bonnie.wilmoth@wsu.edu*



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