Ohio Wesleyan University

OWU Performance Review Process Overview

Ohio Wesleyan University

Where We Are:

- This Year: Now
- Timing for next year:
  - For employees who work less than 12 months
    - March/April/May - process end
  - For 12 month employees
    - July 31 – process end

FOUNDATION: COMMUNICATION > YEAR LONG

- **Schedule feedback meetings: Monthly, or at least Once Per Semester ---**
- **NOT JUST ONCE PER YEAR!**

Tools: Performance Review Form, Goals, Job Description, Work standard reference info

Ohio Wesleyan University

- *SAME FORM* for Exempt and Non-Exempt Staff
- Manual process w/ interactive Form
- Steps:
  - Employee Self Assessment
    - Submitted to immediate manager
  - Manager's Review Written
    - Incorporating input from employee self assessment
    - Opportunity for input from next levels of management
  - Manager, Employee meeting
  - Docs to upper management, then to Human Resources

Ohio Wesleyan University

Performance Development Tools:

- Performance Review Form
- Job Description (Update or Create at the end of this process)
- Individual Work Goals
  - Alignment w/ Department/VP Group Goals/OWU
- Clarity on Work Standards
- Regular/Ongoing Communications
  - Individual
  - Team Level
  - Monthly, Semester - MORE than once per year!

Supervisor Tracking/Notes…

- What works for you?

Ohio Wesleyan University

Why Assess Performance?

For Supervisors/Managers

- Tool for building employee performance success
- Tool for managing work & productivity
- Tool for building individual work alignment with department and university key objectives
- Identify areas that need development or improvement
- Strengthen communications & working relationships

Tools for the review: Peformance Review Form, Job Description, Work Goals, Guiding Principles, departmental input on work standards.

Ohio Wesleyan University

Why Assess Performance?

For Employees

- Tool for building performance success
- Encourages engagement, responsibility in performance
- Tool for building professional, personal growth and development
- Clarify expectations, direction of work efforts
- Tool for recognition of accomplishments and for clarity
- Tool to communicate work gaps, performance growth or training focus needs

Tools for the review: PRF, Job Description, Goals, input on work standards

Ohio Wesleyan University

Why is this important?

The work of every employee contributes to the experience of our students.

Performance management process is *year long*:

- Opportunity for *regular* dialogue with employees
  - Plan it. Schedule it with the employee.
  - How Often?
- Discuss performance standards, professional development opportunities
- Acknowledge achievements, areas where growth, improvement are needed

Ohio Wesleyan University

OWU Process Reflects

- Communication as the foundation
- Alignment with job description
- Individual work goals defined
  - Link to department/division priorities
  - Subject to change if priorities change
  - **"SMART" Goals**
    - Specific/Measurable/Achievable/Realistic/Time Based
- Focus on skill, behavior, organizational competencies

How can you integrate OWU Guiding Principles, Community Standards in the work standards?

Ohio Wesleyan University

See Supervisor Toolkit on the HR website for links to forms and other helpful information