



Application

This guidance applies to the College's employee Performance Evaluations for:

- Classified and Operational - Performance year begins on Oct. 25 and ends on Oct. 24 of the following year
- Professional/Professional Faculty - Performance year begins on June 1 – May 31 of the following year

What forms should be used?

Form Name	Employee Type	Link to form
Performance Plan and Evaluation Form	Classified/ Operational	http://www.wm.edu/offices/hr/documents/forms/performanceplanningandevalform2009.docx
Performance Plan and Evaluation Form	Professional/ Professional Faculty	Form pending
Position Description	All	http://www.wm.edu/offices/hr/documents/forms/Position_Description_Updated11-09.dotx
Physical Requirements	Classified/ Operational	http://www.wm.edu/offices/hr/documents/forms/Classified_University_PRW_Revised_Oct%202009.docx

Performance Planning Checklist

Performance Planning

- Supervisor and Employee to review and update as needed:
 - Position Description (if changed, send a copy of the updated PD to Human Resources)
 - Physical Requirements (if changed, send a copy of the updated PD to Human Resources)
 - If available, review previous year's Performance Planning & Evaluation
- Supervisor to schedule a private meeting with employee
- Meeting purpose
 - To jointly identify core responsibilities
 - Develop SMART performance expectations for each core responsibility
 - Outline an employee development plan
- Signature order
 - Employee
 - Supervisor
 - Review (Supervisor's Supervisor)
- The original is retained by the Supervisor, the Employee receives a copy

Planning Timelines

Classified/Operational	October 25 – November 25
Professional/Professional Faculty	June 1 – July 1