

Performance Management



Walla Walla
University
SEVENTH-DAY
ADVENTIST
HIGHER
EDUCATION

Performance Management Reviews

What is it?

Evaluative and communication tools to assess work performance and enhance development.

Why are we doing it?

- Voted as a strategic initiative by WWU Cabinet
- Recommendation by the NWCCU
- Best practice – every employee deserves to know what is expected of them and how they are meeting these expectations.

Who is it for?

All regular staff educators working at least 20 hours per week.

Types of Performance Reviews

Start of Employment and Year Round

- Continuous discussion on performance progress involving planning, coaching, assessing, and developing.

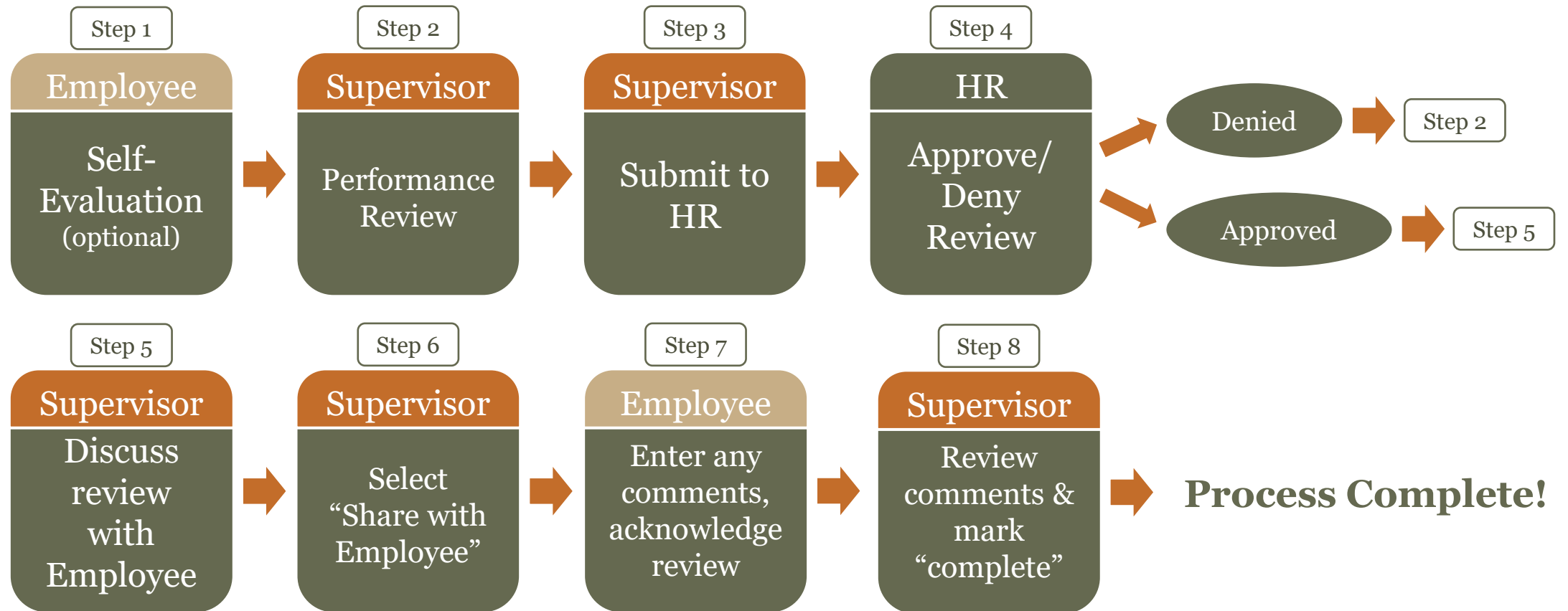
Interim Reviews

- Hourly educators: within the first 3 months
- Salaried educators: within the first 6 months

Annual Reviews

- Review cycle: January 1 – December 31

Review Process



Competencies Evaluated

1. Quality of Work
2. Quantity of Work
3. Customer Focus
4. Judgment and Problem Solving
5. Prioritization and Time Management
6. Dedication and Dependability
7. Ethics and Integrity
8. Diplomacy and Conflict Management
9. Supervision
10. Leadership
11. Safe Work Practices
12. Belonging Equity & Cultural Humility
13. Institutional Values

Performance Ratings

- **Exceeds Expectations (A+)**
 - Employee consistently exceeds standards of performance. Unexpected assignments are handled with exceptional skill. May engage in mentoring others within the department. This rating requires specific justification; supervisor will have to provide an explanation.
- **Meets Expectations (A or B)**
 - Employee consistently meets standards of performance. A performance at this level is clearly above average and the employee has given extraordinary effort or excelled due to contributions that meet criteria for quality, quantity, and timeliness of work.
- **Needs Improvement (C or D)**
 - Employee does not consistently meet standards of performance, needs to engage in learning or coaching opportunities in this area. This rating requires specific justification and in consultation with HR, the creation of a Performance Improvement Plan (PIP) which includes a follow-up within 60 days.

Pay Step Increases

Eligibility: Employed for a minimum of 3 continuous months and is meeting all current performance expectations for their position.

Supervisors may recommend pay step increases based on the following:

- Performance review
- Appropriate pay level within pay range, considering the educator's performance and the performance of others in that range

Pay step increases must be approved by the Director of Human Resources and the Vice President of Financial Administration and are dependent on budget availability. Educators should only be notified of a pay step increase *after* it has been approved.

Typically, pay step increase are effective July 1.

Questions?

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