

Wake Forest University

STAFF PERFORMANCE REVIEW PROGRAM

Department/Office Head Instructions for Completing Annual Performance Review Forms

The following instructions are provided to assist you in completing the department/office head (or designee) review of Annual Performance Review forms.

1. General

a. As the supervisor or manager of a supervisor responsible for evaluating the job performance of a regular full-time or part-time staff employee, you have responsibility for ensuring the performance reviews completed by the employee and the supervisor are done so in accordance with established policy and procedures. You should refer to the Employee Instructions and Supervisor Instructions in determining compliance with the policy and procedures associated with the University’s Staff Performance Review Program. If you do not have copies of the instructions available, contact Employee Relations (x5242) and copies will be provided to you.

b. Annual Review Period

(1) The annual review period is a flexible period of time that extends from the day following the end of the previous annual review period (or the date of hire in the case of new employees) to the end of December, January, February, or March – as determined by the appropriate department/office head.

(2) The period of time comprising the annual review period and ending date of the annual review period may vary from year to year. The annual review period may be as short as nine months or as long as fifteen months depending on the ending date of the previous annual review period and the ending date of the current annual review period.

(3) The written performance review is to be completed by the end of the month following the end of the annual review period:

Annual Review Period Ends On:	Complete Annual Review by:
December 31 st	January 31 st
January 31 st	February 28 th
February 28 th	March 31 st
March 31 st	April 30 th

(4) The annual review period does not have to be the same for all employees in the work unit.

- (5) Department and office heads are responsible for verifying that annual performance reviews are completed for all staff employees within the unit they supervise by April 30th of each year.

2. Informal Review (Optional)

If you desire, you may choose to arrange a meeting with the supervisor to review a draft of the evaluation prior to the performance review discussion between the supervisor and the employee. (Any such informal review would be in addition to the review required after the “performance review discussion” between the employee and the supervisor).

3. Review

- a. Ensure the employee and the supervisor mutually develop performance expectations. If the review reflects substantial disagreement regarding the employee’s performance expectations, attempt to mediate the differences by meeting with the employee and the supervisor.
- b. If a comparison of employee and supervisor ratings of performance indicates substantial disagreement, take action to mediate the differences by:
 - (1) Soliciting additional relevant information (written or oral), and
 - (2) Evaluating the statements of both parties.
- c. For each primary job responsibility the supervisor determined to be at a level of less than “Met Expectations”, ensure the supervisor has completed an improvement plan in the section titled Career Development. The supervisor is required to discuss the improvement plan with the employee during the review discussion.
- d. Provide the employee a copy of the Annual Performance Review after signing and dating.
- e. Forward the signed and dated Annual Performance Review to the Human Resources Department.

Enclosure

Department/Office Head or Designee Checklist

DEPARTMENT/OFFICE HEAD (OR DESIGNEE) CHECKLIST

To ensure an Annual Performance Review form is complete and the proper documents are being submitted to the Human Resources Department, use the following checklist:

1. If for any of the primary job responsibilities the supervisor determined the level of actual performance to be “Exceeded Expectations”, “Improvement Needed”, or “Failed to Meet Expectations”, did the supervisor provide written justification?
2. If the level of performance for one or more primary job responsibilities is less than “Met Expectations”, did the supervisor complete an improvement plan in the Career Development section?
3. Has the Annual Performance Review form been signed by the employee, supervisor, and department /office head (or designee)?
4. Did the employee receive a signed copy of the Annual Performance Review?
5. Has the employee’s job description been returned to the supervisor? (Do not attach the job description to the employee’s Annual Performance Review form when submitting the form to the Human Resources Department **unless** significant revisions have been made). However, if there are significant revisions, submit an electronic copy of the revised description to the Compensation Analyst in HR.