2014 Performance Appraisal Process for Staff Employees

This contains important information concerning performance appraisals for “staff” employees. The annual written performance appraisal provides a structured method for documenting and discussing performance results with individual employees. Annual written appraisals are required to be prepared for all regular full-time (staff) employees. Performance appraisals are also required on all regular part-time (staff) employees.

Appraisal Modifications
Appraisals should be completed using the applicable instrument/format as noted below:

- Support Staff (non-exempt positions)—use the established structured performance appraisal instrument
- Executive/Administrative/Professional/Managerial—a standardized narrative format should be utilized; the specific assessment questions/criteria is to be established by the appraiser and as appropriate for the department/unit.

(Note: the narrative appraisal should be completed in a Word document and electronically submitted to human.resources@wku.edu.)

Appraisal Completion Deadlines
Friday, February 6, 2015—all support staff positions
Friday, February 13, 2015—all executive/administrative/professional/managerial positions

Performance appraisals are not required for individuals hired on or after December 1, 2014, however goals/objectives for calendar 2015 should be determined and submitted. Performance appraisals are not required for employees who terminate employment by January 31, 2015.

Reverse (Bottom-Up Appraisals)
Another element of WKU's performance appraisal system is that of "reverse" appraisals. This process provides employees the opportunity to provide performance feedback pertaining to their immediate supervisors. Reverse appraisals are then used by the supervisor's supervisor in evaluating the supervisor's job performance. According to WKU guidelines, employees are to be afforded the opportunity to provide feedback on their supervisors. Employees are not required to evaluate their supervisor if they elect not to do so. Employees who choose to complete reverse appraisal forms should submit them directly and confidentially to the "next level" supervisor. Department/unit heads should provide procedural instructions/guidance for making this process work in his/her respective area.

Any technical questions concerning the electronic form should be directed to Ms. Brittany Wafford, Human Resources Coordinator, at 5-5360.