**IMPORTANT ADMINISTRATIVE INFORMATION**

To:       Vice Presidents, Deans, Directors, Department Heads, Managers, Supervisors:

Subject: Performance Appraisals/Goal Setting for “Staff” Employees

Date: January 16, 2019

As this is the customary period to conduct annual staff performance appraisals, many of you have been inquiring about this matter.  The delay in the normal communication/guidance from Human Resources has been purposeful.  Given the action in late 2018 pertaining to the January 1, 2019, merit adjustments, it seemed appropriate to reconsider what evaluation process should be used regarding 2018 job performance.  More importantly, as we look forward to a total revision of our performance management process, this gives an opportunity for a transitional plan.

In discussions earlier this week with the President’s Cabinet, it was determined that performance appraisals related to 2018 job performance will not be required.  Rather, department/unit heads and supervisors should engage in conversations with employees pertaining to goals for calendar 2019, looking ahead.  All goals should be aligned with the Strategic Plan and any department/unit-specific objectives. The WKU Strategic Plan 2018 – 2028 is available for review [here](https://www.wku.edu/strategicplan/).

A SAMPLE template has been created for documenting goals.  A tab at the bottom of the spreadsheet provides a blank version for your use.   Please do not submit any documents to Human Resources.  Rather, keep all documents for use within the applicable department/unit.

Human Resources welcomes questions as helpful to this process.