

From: [Human Resources](#)
To: [Human Resources](#)
Subject: Important Annual Evaluation UPDATE
Date: Monday, November 13, 2023 11:52:19 AM

Dear Supervisors,

We have an important change to share regarding Annual Employee Evaluations. In our ongoing commitment to fostering a values-driven and more meaningful work environment, **we will pause our current process after this year's evaluations are completed** for refinement and improvement. Our goal is to ensure the process is as relevant and adaptable as possible for everyone involved.

What does this mean for supervisors?

- Complete evaluations in MyCWU by November 30, 2023
- Continue having day-to-day feedback and coaching conversations and setting goals with employees, as appropriate, *without tracking in ePerformance*
- Continue to complete any performance documents assigned to you (in ePerformance) for newly hired classified employees during probation/trial service period

The new annual review process will be implemented at the start of the new fiscal year (July 2024). We will integrate the valuable feedback from past focus groups and leadership discussions, and we will keep you informed in the spring about specific changes and expectations as we move forward.

Questions or suggestions? Please reach out to HR@cwu.edu.

Thank you for your continued dedication to CWU. Together, we are creating a workplace that reflects our shared values.

Please feel free to share this message with your teams as appropriate.