



# Supervisor Summit Insights to Actions: Conversations Beyond ePerformance

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# Core Value 3: Stewardship



**Goal 2:** Elevate shared governance and collaboration across the university and advance professional development and leadership opportunities that demonstrate the value of our human resources and that build a strong, united university community.

- **Initiative 2.2:** Elevate the application of emotional intelligence, equity-mindedness, collaboration, inclusion, and deep care through professional development and mentoring centered on building a model of leadership-in-place at CWU.
- **Initiative 2.3:** Develop a new performance management process and criteria for staff that advances the university's vision and values.

# Supervisors Summit Goals



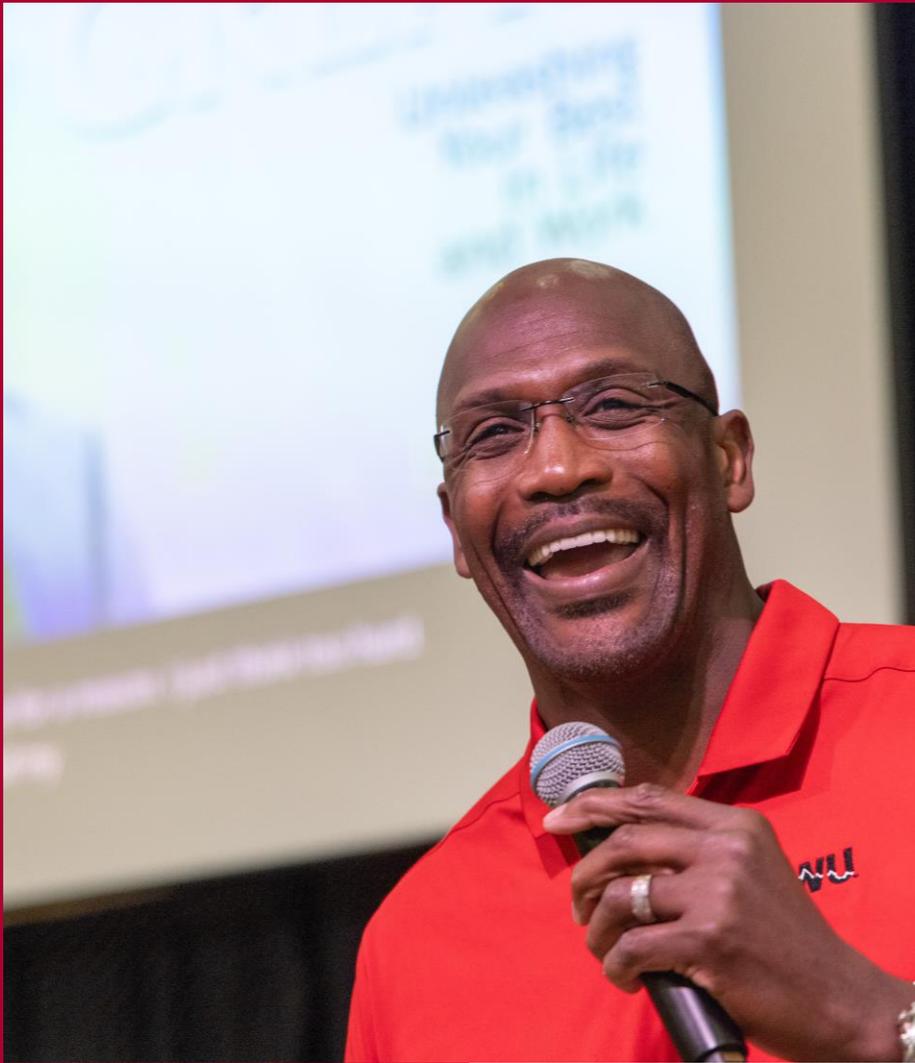
To live into our vision of being a “model learning community of equity and belonging,” we worked together in this summit:

- To develop a shared understanding of leadership and its relationship to organizational culture.
- To deepen our understanding of and commitment to equity and belonging.
- To rethink performance management and be introduced to the new ePerformance Management System.

# Supervisors Summit Overview



1. *Leadership, Higher Education, and Organizational Culture* - Facilitated by Jim Wohlpart, President.
2. *Understanding our Organization's Culture* - Facilitated by Patrick Pease, Provost and Executive Vice President for Academic Affairs.
3. *Intersectionality Equity and Belonging in the Workplace* - Facilitated by Charlita Shelton, Interim Vice President for Equity and Belonging.
4. *New ePerformance Management System* - Facilitated by Leah Valverde, Learning and Talent Development Manager.
5. *Performance Management for Long-Term Engagement* - Facilitated by Leah Valverde, Learning and Talent Development Manager, and Verónica Gómez-Vilchis, Associate Vice President for Equity and Belonging – Students.
6. *Moving to Great* - Keynote speech by Eric Boles, President of The Game Changers Inc.
7. *Wrap-Up and Feedback* - Facilitated by Jim Wohlpart, President.

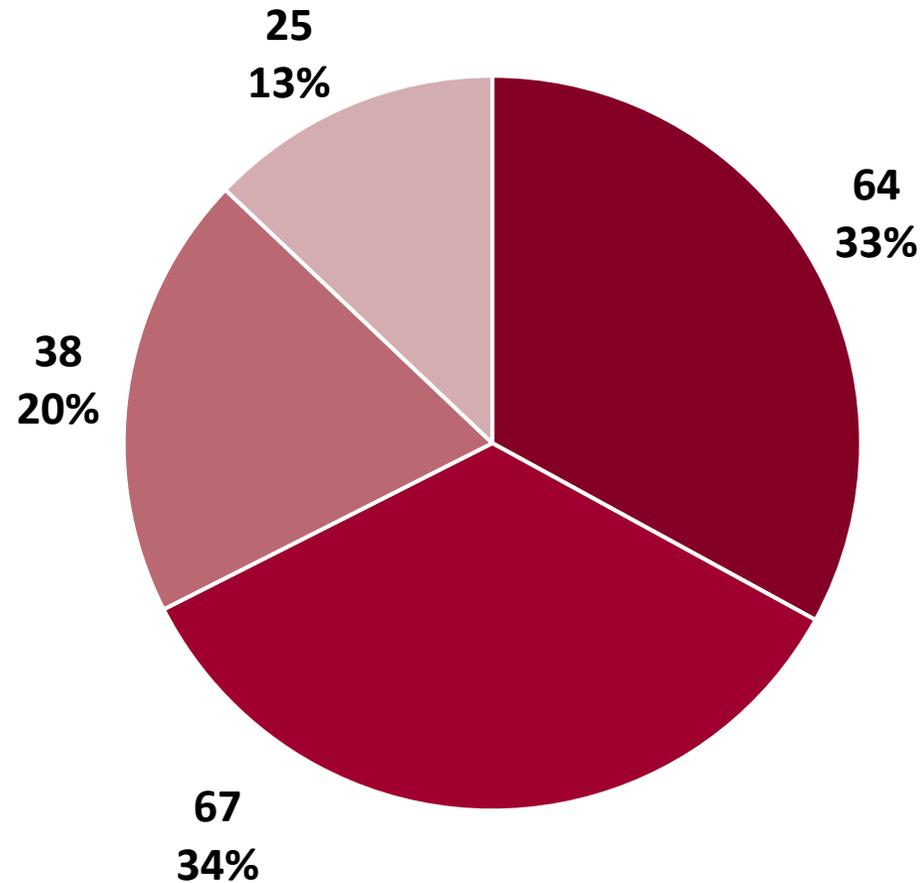


# Moving to Great

Eric Boles, President of *The Game Changers Inc.*

- CWU Alum and former NFL Player
- Unlocking Potential and Fostering Greatness
- 5 Steps to Clarity

# Supervisors Summit Attendance



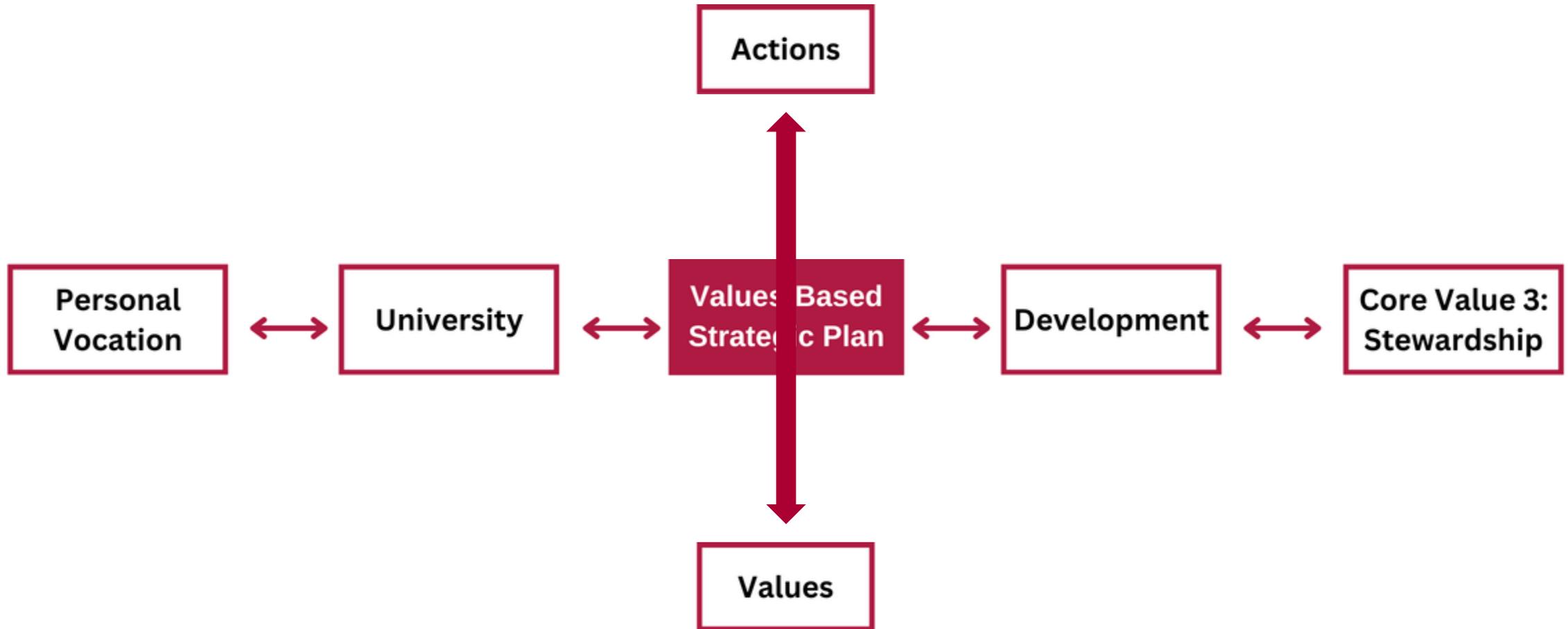
- Academic Affairs
- Finance and Administration
- President's Division
- Student Engagement and Success

Number of Supervisors Attended by Division.  
Total Attended: 194

# Supervisors Summit Attendance



# Framework



# Framework

Actions

*“We are eager for traction and **action** towards improving the whole **CWU culture**”*



Values

*“The discussion in groups felt **validating** and help build an understanding of **CWU culture**”*

# Framework

*“We can be better by talking through the concerns and **collaborating for a shared vision.**”*



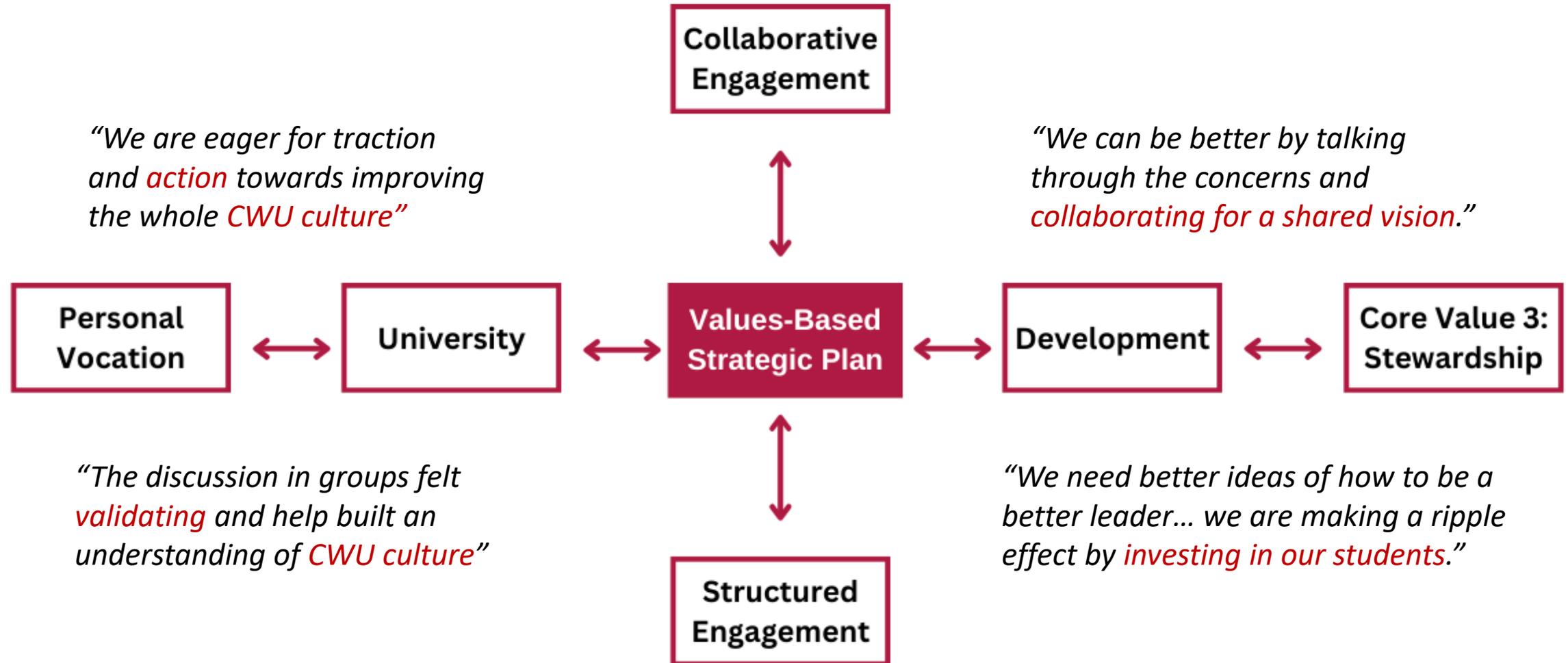
*“We need better ideas of how to be a better leader... we are making a ripple effect by **investing in our students.**”*

Actions



Values

# Framework



# Communication Plan

- Every two weeks, we will share the following:
  - Key aspects
  - Overarching description
- In return, we will ask for additional feedback:
  - Top 3 key aspects
  - Any additional thoughts
  - Types of resources to support you in learning about these aspects.

Round of Themes to Share	Date to Share
Leadership, Higher Education, and Organizational Culture Facilitated by Jim Wohlpart, President.	9/24/24
Understanding our Organization's Culture Facilitated by Patrick Pease, Provost and Executive Vice President for Academic Affairs.	10/8/24
Intersectionality Equity and Belonging in the Workplace Facilitated by Charlita Shelton, Interim Vice President for Equity and Belonging.	10/22/24
New ePerformance Management System Facilitated by Leah Valverde, Learning and Talent Development Manager.	11/5/24
Performance Management for Long-Term Engagement Facilitated by Leah Valverde, Learning and Talent Development Manager, and Verónica Gómez-Vilchis, Associate Vice President for Equity and Belonging – Students.	11/19/24
Moving to Great Keynote speech by Eric Boles, President of The Game Changers Inc.	12/3/24
Wrap-Up and Feedback Facilitated by Jim Wohlpart, President.	12/17/24



# Feedback Use

This feedback will be shared during the following communications and could form the basis for future gatherings, professional development, or additional resources.

## Current Work

- HR trainings
- First Friday leadership talks
- Equity and belonging training
- Other events

## Next Steps

- Data-informed decisions
- Planning of future events
- Sharing feedback with other areas

## Continued Development

- Shaping the work we do
- Shaping the culture of CWU

**Questions?**

A man with glasses and a beard is looking intently at a laptop screen. He is in a meeting with other people, who are slightly out of focus in the background. The lighting is bright, suggesting an office environment.

# Conversations beyond ePerformance

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Leah Valverde  
Central Learning Academy  
Human Resources

# **What we'll cover**



- **What We've Learned So Far**
- **What Employees & Supervisors Tell Us They Want**
- **Basics (Who uses ePerformance and where to find it)**
- **Overview of the Year**
- **Position Descriptions Update**



CREATE YOUR  
FUTURE



# What We've Learned So Far



# And How It Can Help You

# What employees want

- Knowledge and awareness
- Guidance
- A clear picture of success
- Ongoing coaching
- Development
- Feedback
- Recognition



# What supervisors want

- Commitment
- Clear communication
- Initiative
- Responsiveness
- Growth mindset
- Accountability



**Aligned with Fiscal Year  
(July - June)**

# Where do you find ePerformance?

A. HR Home Page

B. HR Personnel File

C. MyCWU > Manager Tab

D. MyCWU > Employee Tab

[my.cwu.edu](http://my.cwu.edu) > Manager Tab > ePerformance Folder > Current Documents

The screenshot shows the 'Manager Dashboard' interface. At the top right, there are tabs for 'Homepage' and 'Manager'. The left sidebar contains a 'Manager Navigation' menu with options: Employee Training, Hiring, Manager Self Service, Approvals, Policies and Procedures, and ePerformance. Under ePerformance, there are sub-options for 'Current Documents' and 'Historical Documents'. The main content area is titled 'Current Performance Documents' and includes a description: 'Listed are the current performance documents for which you are the Manager'. Below this is a 'Filter Criteria' link. A section titled 'Performance Documents' contains a table with two rows of data.

Name	Document Type	Document
<a href="#">Dale Lonowski</a>	Performance Document	Define Crit
<a href="#">Kathy Johnson</a>	Performance Document	Define Crit

**Who's it for?**

Permanent employees (classified and exempt)

Not students, temps, or faculty

# What are we trying to achieve?



**Moving from...**



**To...**

# Overview



Set Clear Expectations

Check-In Regularly

Conduct Evaluation

***Note:** The only time supervisors **must** input information into the ePerformance system is when they complete evaluations.*



# Late Summer / Early Fall



## Set Clear Expectations

- Review CWU's Vision, Mission, and Values
- Discuss what success looks like for the job
- Write Goals (optional) in support of CWU Values and Strategic Plan

# Tools on the Performance Reviews Webpage

## ePerformance Goals FY25

*Working document – Upload to ePerformance in June*

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Employee: Name

Supervisor: Name

### VISION

*Central Washington University will be a model learning community of equity and belonging.*

### MISSION

*In order to build a community of equity and belonging, Central Washington University nurtures culturally sustaining practices that expand access and success to all students. We are committed to fostering high impact practices, sustainability, and authentic community partnerships that are grounded in meaningful relationships.*

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### UNIFYING VALUE – STUDENT SUCCESS

*Central Washington University creates pathways for students of all backgrounds to reach their academic and professional goals. Through providing a supportive learning environment, faculty and staff inspire students to become engaged professionals, active citizens, and lifelong learners.*

SMART Goal:



# Tools on the Performance Reviews Webpage



**Specific** – What do I want to accomplish and why?

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**Measurable** – How will I know when I have accomplished it?

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**Achievable** – How can I accomplish this goal?

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**Relevant** – Is this the right time for me to be working towards this goal?

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**Timebound** – What is my deadline for this goal?

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# Year Round



## Check-In Regularly

- Have frequent performance and development conversations
- Provide in-the-moment feedback and encouragement
- Clarify expectations
- Celebrate successes

# June



## Conduct Evaluation

- **Employee Self-Evaluation:** Employees reflect on their strengths and opportunities and add comments on the Evaluation tab.
- **Manager Evaluation:** Supervisors consider employee's key strengths and opportunities for growth, and add comments on the Evaluation tab.
- **Discussion:** Supervisors and employees have a two-way conversation to review the past year's performance and start planning for the upcoming year.

# **Update on Position Descriptions**





**Questions?**



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**CWU**

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