

Successful performance management requires commitment and collaboration between employees and supervisors.



Role of Employee

<p>Planning</p>	<ul style="list-style-type: none"> ✓ Meet with your supervisor at the beginning of the performance management year. Be ready to discuss your job duties and how they support CWU’s mission and your departmental objectives. ✓ Let your supervisor know if you are unclear about job duties or expectations. ✓ Ask questions about what success looks like. ✓ Read through CWU Competencies and consider how you can incorporate them into the way you do your job.
<p>Performance</p>	<ul style="list-style-type: none"> ✓ Periodically throughout the year, ask your supervisor for feedback on your performance. ✓ Talk to your supervisor about your progress as well as any obstacles to improvement. Consider solutions and share how your supervisor can help remove barriers to help you succeed. ✓ Write down when you do well or receive accolades so you can make sure your supervisor knows about accomplishments. ✓ Revisit your goals throughout the year to ensure they stay top-of-mind.
<p>Development</p>	<ul style="list-style-type: none"> ✓ Take responsibility for your own continuous performance improvement and development. ✓ Let your supervisor know if you’d like to build a skill. Consider how the new skill will strengthen your ability to do your job and how it will benefit the team and your departmental objectives.
<p>Review</p>	<ul style="list-style-type: none"> ✓ Monitor your performance by asking others to tell you how you’re doing and by keeping notes on your progress. ✓ Prepare for the review discussion by collecting/reviewing notes on your performance. ✓ Participate in the review meeting by showing your supervisor any notes you’ve made about your accomplishments and by suggesting things that might help you during the next performance management process year.