

UNIVERSITY OF WISCONSIN-MADISON

Performance Management & Development Program



Overview and Expectations



- Review policy, project background and timeline for preparing
- Discuss staggered implementation schedule
- Review checklist of what divisions need to do to prepare for PMDP
- System features and benefits – dashboard views
- Questions



Performance Management Policy



- Supervisors conduct the following performance management activities with employees:
 1. Expectations and goal-setting conversations
 2. Informal conversations
 3. Mid-point conversation
 4. Summary evaluation

- The goal setting, mid-point, and summary evaluation conversations must be documented.

Opportunities



- Provide UW–Madison with a centralized system to streamline and track the activities and conversations required by policy
- Provide the campus with greater consistency in how performance management is recorded
- Provide employees with an electronic performance review history which can help with their career and development goals
- Provide more time for quality conversations between managers and employees
- Allow for increased support in identifying and addressing areas in which the employee would like to improve

Partner and collaborate with the Office of the Vice Chancellor for Research and Graduate Education (OVCRGE)



Project Team



SPONSORS	
Executive Sponsor	Don Schutt, Senior Director, Office of Talent Management, Office of Human Resources
Executive Sponsor	Julie Karpelenia, Assistant Vice Chancellor, Human Resources, Office of the Vice Chancellor for Research and Graduate Education
Sponsor	Tyler Wood, Director, Talent Recruitment and Engagement, Office of Human Resources
Sponsor	Nick Tincher, Assistant Vice Chancellor for Information Technology and Chief Information Officer, Office of the Vice Chancellor for Research and Graduate Education

PROJECT TEAM	
Project Lead	Shelly Vils Havel, Talent Recruitment and Engagement, Office of Human Resources
Subject Matter Expert	Trisha Bauer, Office of the Vice Chancellor for Research and Graduate Education
Subject Matter Expert	Christine Ray, Talent Recruitment and Engagement, Office of Human Resources
Developer / Technical Lead	Jake Johnston, Office of the Vice Chancellor for Research and Graduate Education
Developer/Technical Consultant	Brian Zimmermann, DoIT Application Development and Integration
Developer/Technical Consultant	Ryan Zoellner, DoIT Application Development and Integration
Communications	Lindsay Lemmer, DoIT Communications

Project Team



ADVISORY COMMITTEE MEMBERS

Jason Jankoski, College of Engineering (Co-Chair)

Cheryl Adams Kadera, College of Letters & Science (Co-Chair)

Samantha Pegelow, Division of Information Technology

Kate Kaminski, Office of the Vice Chancellor for Research and Graduate Education

Kathy Nelson, School of Veterinary Medicine

David Holly, Facilities Planning & Management, Transportation Services

Carolyn Bell, Division of University Housing

Jenni Perkins, School of Medicine and Public Health

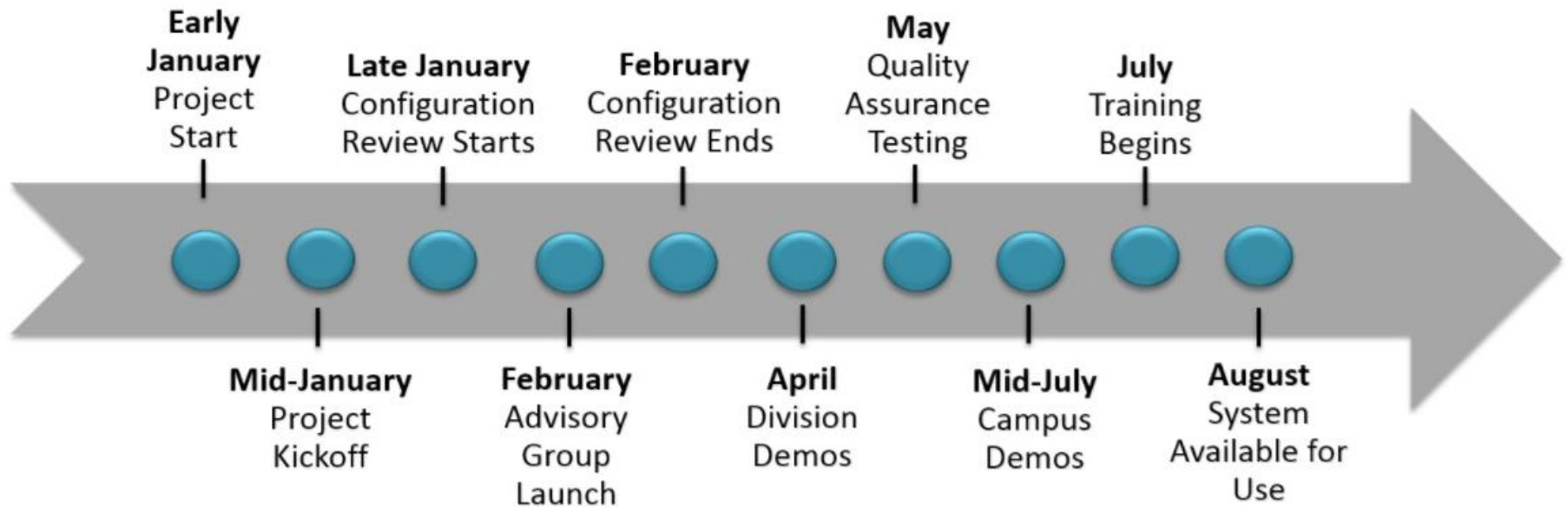
Sue Fritts, Facilities Planning & Management

Holly Weber, Athletics

Ben Weisse, College of Agricultural and Life Sciences

Megan Dzyuba, Workforce Relations

Performance Management and Development Program - Timeline



PMDP Implementation Waves



Staggered rolling implementations customized for School/College/Divisions

Wave One
August/September

Wave Two
October / November

Wave Three
January / February

Wave 1
Aug/Sept

A0220 OHR
A01/A02 General Ed / Services (some units)
A05 Enrollment Management
A06 DoIT (some units)
A18 Arts Institute
A19 College of Engineering
A27 School of Human Ecology
A34 OVCRGE
A40 Nelson Institute
A48 L&S
A54 Nursing
A80 Recreational Sports
A87 School of Vet Med

Wave 2
Oct/Nov

A45 Law School
A57 UHS
A85 Housing
A88 WVDL
A93 Div of Continuing Studies
A96 Wisconsin Union

Wave 3
Jan/Feb 18

A0205 VP Diversity & Climate
A01/A02 General Ed / Services (some units)
A04 Division of Student Life
A07 CALS
A12 School of Business
A53 SMPH
A77 University Police

Future Waves

A71 FP&M (7/18)

School/College/Division HR Checklist



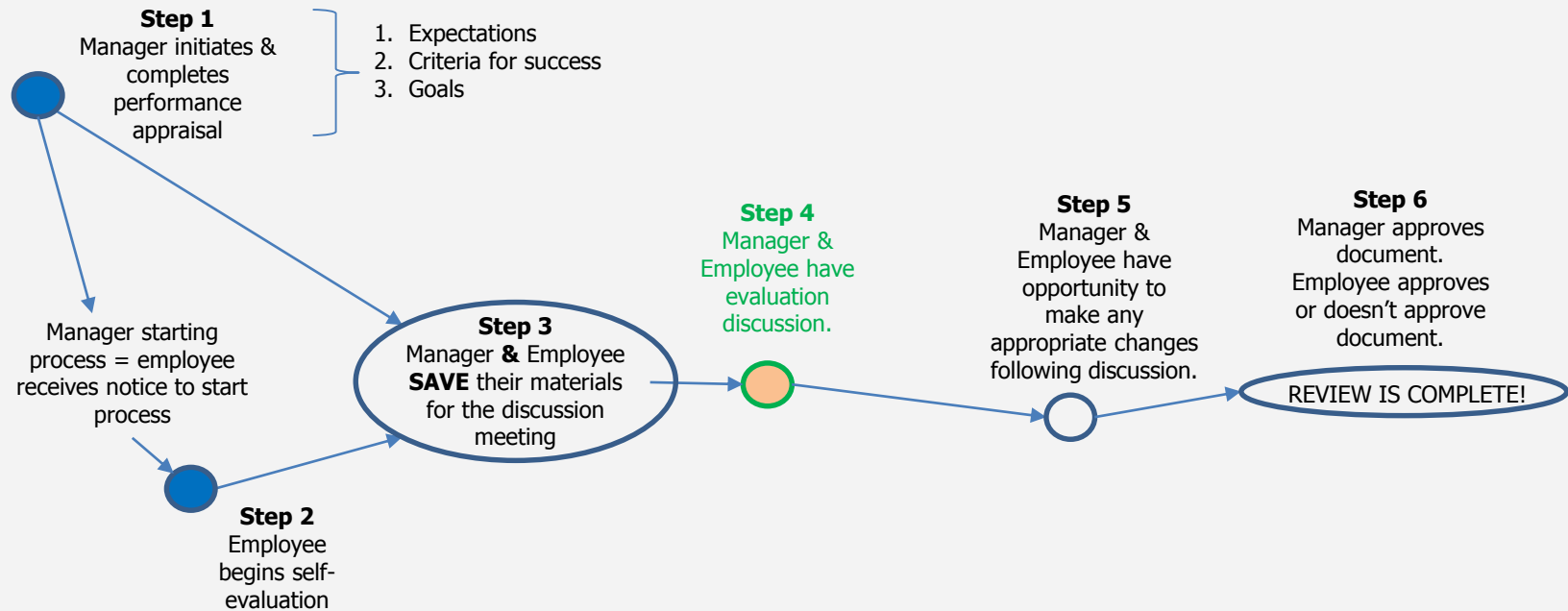
Office of Talent Management
OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

PMDP Checklist

Divisions Should Do the Following to Get Ready to Implement PMDP:

Status	Description
<input type="checkbox"/>	Setup your PMDP Consultation with Shelly VilsHavel shelly.vilshavel@wisc.edu 608-890-2540
<input type="checkbox"/>	Request HRS 'Reports to' field spreadsheet by emailing Carla Raatz and copy Shelly VilsHavel <ul style="list-style-type: none">• Complete your review, enter the effective date, and make the necessary changes for each employee. Carla will provide instructions with the report• It is important to have a quick turnaround so changes haven't occurred prior to your submission• The Service Center will then load the position IDs of your supervisors in HRS
<input type="checkbox"/>	Review the Criteria for Success Tab and determine: <ul style="list-style-type: none">• If you will use• Will you allow customization at department level• What statements will you use
<input type="checkbox"/>	Review the Self-Appraisal Tab and determine: <ul style="list-style-type: none">• Will you make any changes• Will you allow customization at department level
<input type="checkbox"/>	Review your division performance management program and determine: <ul style="list-style-type: none">• Cycles – same for all or different by xxx• Do you have custom processes that need to be incorporated• What challenges do you see – what else do you need
<input type="checkbox"/>	What reports are you most interested in receiving?
<input type="checkbox"/>	What implementation wave makes the most sense? Why?
<input type="checkbox"/>	Communicate / consult with your Deans/Directors/Chairs

Performance Review Process



Let's take a look



School/College/Division HR Dashboard Views










PMDP Dashboard

[HR Admin](#)[Performance Management](#)[Needing Creation](#)[Changed Supervisors](#)

Performance evaluation statistics for this calendar year.

Search:

UDDS 	Total Employees 	Overdue 	Week Out 	Month Out 	Completed in June 	Completed in 2016 
A190100	2	2	0	0	0	0
A190200	5	5	0	0	0	0
A190210	4	4	0	0	0	0
A190240	3	3	0	0	0	0
A190280	10	10	0	0	0	0
A190300	1	1	0	0	0	0
A190400	1	1	0	0	0	0
A190500	4	4	0	0	0	0
A190700	5	5	0	0	0	0
A190800	3	3	0	0	0	0
Total:	38 (256)	38 (255)	0 (0)	0 (0)	0 (0)	0 (0)

Showing 1 to 10 of 33 entries

[Previous](#)[1](#)[2](#)[3](#)[4](#)[Next](#)

School/College/Division HR Dashboard Views



Supervisor Details

Search:

Supervisor	Number of Employees	Overdue	Week Out	Month Out
BINZLEY, JENNIFER M	2	2	0	0
CROOK, BARRY L	1	1	0	0
DAWSON, SUSAN BETH	1	1	0	0
PETERSON, PAMELA R	1	1	0	0
POSSIN, MARY C	3	3	0	0
WILLIAMS, JENNIFER L	2	2	0	0

Showing 1 to 6 of 6 entries

Previous 1 Next

Employee Details

Search:

Name	EmplID	Previous Evaluation		Current Evaluation	
		Type	Date Completed	Type	Date Started
HARNETT, STACY M	00497798				
LOSCHKO, CHERYL L	00528400				
MARTINEZ, CESAR DAVID	00512328				

Showing 1 to 3 of 3 entries

Previous 1 Next

An aerial photograph of a city harbor at sunset. The sun is low on the horizon, casting a warm, golden glow over the scene. The water is dark blue with many sailboats scattered across it. The city skyline is visible on the left, with various buildings and a large green park area. The text "Questions?" is overlaid in the center of the image.

Questions?

Your PM Contact



Shelly Vils Havel

Performance Management Consultant

Talent Recruitment & Engagement Team

Office of Talent Management, Office of Human Resources

21 N Park Street #5101

Phone: 608-890-2540

Email: shelly.vilshavel@wisc.edu



**Talent Recruitment
and Engagement**

OFFICE OF HUMAN RESOURCES

UNIVERSITY OF WISCONSIN-MADISON

An aerial photograph of a city waterfront at sunset. The sun is low on the horizon, casting a warm, golden glow over the scene. The city is visible on the left, with various buildings and a large waterfront area. The water is dark blue, and numerous sailboats are scattered across it. The sky is a mix of orange and yellow, with some clouds visible.

THANK YOU.

