

Date: August 9, 2023

Subject: Staff Compensation System Performance Management-Setting Objectives and Competencies

Staff Compensation System Employees and Supervisors:

We would like to remind you about setting performance management objectives and competencies for 2023-2024.

Supervisors and employees should work through this process together to establish objectives and competencies on the Performance Management Annual Review Form. The Performance Management Annual Review Form along with the Performance Management Instructions and Definitions Form are available on the HR Forms webpage via <http://www.wmich.edu/hr/forms>.

While you are not required to submit your finalized objectives and competencies to Human Resources at this time, here are a few important reminders:

- Establish four to six objectives (the “What”) for each employee. Objectives can be job-based, unit/department, project, customer satisfaction, or growth.
- Utilize the SMART criteria for developing objectives (Specific, Measurable, Achievable, Results-Oriented, and Time-Bound).
- Establish three to four competencies (the “How”) for each employee. Competencies may be selected from the list provided on the Performance Management Form.
- Supervisors must select the Fairness/Diversity competency.
- Employees with NCAA compliance responsibilities referenced in their job description must select the Organizational Awareness competency (Demonstrates knowledge of the University’s mission and objectives. Stays current on University events and issues. Understands and adheres to current University policies. Values and appreciates differences of faculty, staff and students.)

More information about the performance management program is available online at:  
<http://www.wmich.edu/hr/supervisorresources/performancemanagement>.

Contact your HR Business Partner with questions or to request performance management training. To locate and find contact information for the HR Business Partner team, go to <https://wmich.edu/hr/representatives>.