What Do These WPM Documents Do?

For Library Employees represented by AFSCME 2910 Only

Set Expectations

Assess

Clarify

Document

Performance Requirements

- Includes 3–5 Job Elements based on up-to-date position description and actually-assigned responsibilities and duties
- Establishes how many times, how well, in what timeframe, or in what manner a duty must be performed to be considered satisfactory
- Aligns individual work to Library, service unit and work unit goals; inputs include the LC 2016-2020 Strategic Plan, service unit strategic plans, annual performance goals and unit priorities
- Provides a mutual understanding of how performance will be measured and the expected results

Informal Discussions

- Establishes dedicated time to share feedback on performance and progress toward achieving expected results
- Ensures mutual understanding of changing job responsibilities, performance requirements, and any challenges the employee encounters in his or her work
- Provides opportunity to adjust performance to meet or exceed expectations prior to annual appraisal
- Provides opportunity to adjust targets, unit priorities, and expected results, if necessary

Performance Appraisal

- Considers employee's accomplishments for the full appraisal period
- Provides a rating based on how well performance expectations were met for duties actually performed and the performance requirements in effect during the appraisal period
- Provides opportunity to recognize and reward high-level performance
- Establishes momentum to continue performance conversations into next appraisal period and help shape future performance requirements and/or individual training and development goals

Individual Training & Development Goals

- Helps employee develop required/desired competencies and skills
- Establishes action plan to enhance performance in the current position
- Establishes action plan to help employee develop a competitive edge in future career moves and/or to enhance personal effectiveness

Review performance requirements and development goals in conjunction with discussions and appraisals. Revise as necessary.

Monitor

Monitor

Beginning of Cycle

Due no later than 30 days after the beginning of the appraisal period

Middle of Cycle

Occur throughout the appraisal period

End of Cycle

Due no later than 30 days after the end of the appraisal period

Develop

Coach

Provide / Seek Feedback