



FP&M Performance Management Development Program FAQ

Should performance management activities continue during COVID-19?

Yes. The primary focus of performance management at UW–Madison is on frequent, informal conversations between supervisors and their employees consisting of coaching, feedback and support to employees about their work, needs, and accomplishments related to the duties and expectations of their position.

The COVID-19 pandemic is requiring flexibility and rapid response to change. The importance of frequent communication between supervisors and employees is at an unprecedented level. Consistency in processes like performance management are crucial to maintaining engagement and normalcy to this otherwise unsettling time.

Is Evaluation End Date when I have the conversation with my employee?

Evaluation End Date is NOT when you have the conversation – Evaluation Start and End Dates are defined by the intended evaluation periods EVEN IF the conversation is happening late. Supervisor fills in Conversation Date at the end of the evaluation with the actual date the conversation happens.

What are the Probation Cycle Timelines and Dates?

- Thirty Day Conversation: Within 30 days of hire date
 - Evaluation Start Date: auto filled with hire date
 - Evaluation End Date: auto filled with hire date + 30 days
- Mid Probation Conversation: 3 or 6 months after start date depending on probation type
 - Evaluation Start Date: supervisor fills in hire date
 - Evaluation End Date: supervisor fills in date 3 or 6 months from start date depending on probation type
- Summary Probation Evaluation: 6 months or 1 year after start date depending on probation type
 - Evaluation Start Date: supervisor fills in hire date
 - Evaluation End Date: supervisor fills in date 6 months or 1 year from start date



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What are the Annual Cycle Timelines and Dates?

- Summary Evaluation & Goal Setting: June
 - Evaluation Start Date: July 1, 20xx
 - Evaluation End Date: June 30, 20xx
- Midpoint Conversation: December
 - Evaluation Start Date: July 1, 20xx
 - Evaluation End Date: Dec 30, 20xx

What type of access is needed?

Employees and supervisors both access PMDP through MyUW using their NetID login and password. Adding the PMDP widget to your MyUW portal is best for easy access.

Known Challenges in the System:

- **EXPECTATIONS** carry forward from the Thirty Day Conversation. Indicate rating, and add comments. Click Save before moving to the next screen.
 - Add “Demonstrate and develop the key skills and values described in the FP&M Criteria for Success” to Expectations if you did not in the last cycle. It is a flaw in the system that the Criteria tab does not show up at Midpoint and campus is working to fix that. But until then, you will need to review with employees using the attached template. If you added it in last evaluation, it will carry forward.
- **GOALS** carry forward from previous evaluations.
 - There should be no more than 4-6 goals. These are additional projects/work that are very specific to this time period and are in addition to normal job expectations.
 - The system requires at least one future goal – goals can be individual, departmental or developmental.
 - You have two options for each goal:
 - If the goal has been completed:
 1. Rate Current Goal and add comments. This goal **WILL NOT** show up again at the Summary Evaluation.
 - If the Goal as not been completed
 1. You can just move to Future Goal and not rate at Midpoint, OR
 2. You can rate progress on Current Goal and then copy and paste into a Future Goal:

Human Resources

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What should I do if an employee is not meeting expectations?

Performance issues should always be addressed as close to the problem issue as possible. Problems/issues should not be held and only addressed during the PMDP conversation or evaluation. If you have performance concerns, contact John Morgan FP&M Workforce Relations. The formal conversations and evaluation should not be the first time an employee hears about a performance problem.

I do not see one of my employees in my Dashboard.

It takes up to two weeks from hire for the employee to be updated in the system. Reach out to Maddie Walsh (maddie.walsh@wisc.edu) to check status.

I have just become a supervisor and I can see my employees but do not see any of their past evaluations.

Past evaluations do not move forward to a new supervisor in the PMDP system. Reach out to Maddie Walsh (maddie.walsh@wisc.edu) or Alicia Meyer (alicia.meyer@wisc.edu) if you would like to review past evaluations.

I know FP&M uses Criteria for Success to describe skills and competencies that all employees should display but they do not show up in the 30 Day or Midpoint Conversation forms – how am I supposed to review them with employees?

This is a limitation of the system. Add a row in Job Expectations that says “Demonstrate and develop the key skills and values described in the FP&M Criteria for Success” and share the Word Doc that describes the Criteria for Success with employees.

I would like to correct wording / change incorrect dates / upload a document but I have already sent to the employee and they have acknowledged.

You can contact Maddie Walsh (maddie.walsh@wisc.edu) or Alicia Meyer (alicia.meyer@wisc.edu) to re-open a conversation so that it can be corrected. It will have to go through the online signature process again but all information will be saved.

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