Performance Appraisals

WPI will make efforts to periodically review your work performance. The performance appraisal process will take place on an annual basis. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. University pay raises and promotions are based on numerous factors, only one of which is job performance.

Each spring, formal written performance appraisals are carried out by department heads and supervisors and forwarded to the appropriate vice president for review. The key objectives of the appraisal process are as follows:

1. Performance standards are clarified in conjunction with the current position description (i.e., employees know what is expected of them).
2. Employees understand the supervisor's assessment of their effectiveness in carrying out the assigned duties and responsibilities (i.e., they know where they stand). The key to this appraisal is a clear understanding of performance strengths and weaknesses.
3. Employees know where improvement is either possible or required, and agreement has been reached on how that improvement can be achieved.
4. Goals and objectives have been mutually developed for the next twelve months, and an understanding has been reached on the key performance standards and measures, which will be used to evaluate future performance.
5. To complete a yearly job description audit on all employees involved in the appraisal process.