

Memorandum

Date: Friday, February 12, 2021
To: Supervisors and Managers
From: Sandra Haynes, Chancellor
Subject: 2021 Evaluation Guidance

Dear Supervisors and Managers,

Each of us recognizes that 2020 has been a unique and challenging year for all. As we approach employee evaluations in the coming months, we want to equip you with the tools and language needed to deliver performance evaluations, considering COVID-19, and most importantly, have the support needed from leadership in this process.

Tips to consider due to COVID:

- Meet with your employees while adhering to COVID protocols. Utilizing Zoom or Teams will provide an opportunity to have a one-on-one meeting with your staff. *(If possible, recommend for both parties to utilize video during this conversation.)*
- Consider each employee individually in order to deliver fair and effective evaluations.
- Share the performance review with your employee prior to your meeting. Consider sharing questions you plan to ask, in advance, in order to help prepare the employee.
- Ask for your employee's input and feedback.
- Ask for or provide guidance on learning and professional development.
- Consider with the implementation of Workday, many employees during this review period, participated in Workday testing and training on top of their regular job duties.
- It is equally important to recognize employee efforts and creativity to successfully complete their work during these unprecedented times.

Samples to consider as you prepare annual reviews:

- Demonstrated strong multitasking skills and unique problem-solving skills during a time of increased workload.
- Responded positively and calmly to unexpected changes in work priorities and/or deadlines.
- Excelled in managing work environment and kept a positive attitude during a time when normal operations were impacted.

- While working remotely, used variety of methods including Teams, Zoom and email to provide regular updates and meet deadlines.
- Shared ideas and supported other team members to create a positive and productive work environment.
- Found creative ways to complete work with limited resources.
- Persevered with a positive attitude during these challenging times.
- Encouraged team members to explore new ways to complete tasks.
- Brought people together from different areas to encourage idea sharing and problem solving.
- Discovered alternative ways to engage with internal and/or external stakeholders.

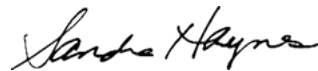
Sample questions to consider as you facilitate the evaluation:

- How did COVID-19 and the pandemic modify or change your job duties?
- What didn't change as a result of COVID-19?
- What unique challenges did you face personally?
- What unique challenges did you face professionally?
- How did you overcome these challenges or what steps did you take to mitigate the challenges?
- What do you need from me in order to support your return to campus?
- What are some areas that you anticipate developing professionally in this next year?
- What did you learn about the experience working remotely during a pandemic?

If you have any questions regarding this process, please do not hesitate to reach out to Debra McCormick, our Area Human Resource Administrator, or Heather Cova, Chief of Staff in the Office of the Chancellor.

Thank you in advance for your continued commitment to a fair and consistent evaluation season.

Sincerely,



Sandra D. Haynes
Chancellor, WSU Tri-Cities