

UW Medicine - Pathology

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Performance Evaluation / Competency Assessment Policy

Adopted Date: 06/23/11 Revision Date:
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PURPOSE

To improve the departments overall effectiveness and help employees understand the importance of their contributions.

SCOPE

All department personnel.

POLICY

Pre-Hire Competency Assessment:

The initial competency assessment determines whether the candidate has the proper credentials and experience to perform the responsibilities and duties of the position. The candidate's application is to be reviewed for education, licensure, any required certification, experience in similar positions, and work history. The hiring official / team will interview the highest qualified candidates, confirming each applicant's work experience and their knowledge base.

Initial Competency Assessment:

Verification and validation of the employee's initial competencies will include an evaluation of the employee's skills, the training and instruction required to meet job specific competencies, and assessment of the employee's performance of the competencies. The verification and validation will occur at the end of the employee's orientation and is required to be completed before the end of the probationary or trial service period to ensure a consistent level of performance throughout the department. The final assessment will serve as the probationary evaluation.

Annual Performance Evaluation:

Supervisors / managers will conduct performance evaluations and competency assessments at least annually for each hourly, classified, and professional staff employee to record and review with the employee the extent to which his/her performance has contributed to the fulfillment of job criteria and performance expectations. The due date for the evaluation is based on the month of the employee's most recent UW date of hire. Annual training must be up-to-date (i.e. within the past twelve months) as of the evaluation due date.

Transition Period:

Performance evaluation due dates are the anniversary of the employees' most recent UW date of hire. For 2011, employees' performance evaluations will be conducted on or before the anniversary of their most recent UW date of hire. This transition may result in an employee's formal evaluation being postponed for a period greater than one year.

Postponement during Transition Period:

If the employee's last evaluation was completed during the last three months of 2010 and the employee's new due date occurs during the first three months of 2011, then the evaluation may be postponed until the next due date in 2012.

For employees whose performance has significantly improved or deteriorated an interim evaluation should be conducted.

Impact of Leave of Absence (LOA) on Performance Evaluation Due Date:

Performance evaluations must be completed within 60 days following the date of return to work from a LOA. In the event a subsequent LOA commences for either the employee or manager prior to the conclusion of the 60 day period and the performance evaluation has not yet been completed, the evaluation will become due no later than 60 days following the completion of the subsequent LOA period.

Impact of Employee Transfer on Performance Evaluation Due Date:

When an employee accepts a new job, the responsibility for completing his/her performance evaluation is outlined as in the table below:

When the Transfer Effective Date is:	Then the Responsibility to Complete the Evaluation Falls To:
60 days or more before the employee's anniversary of most recent UW date of hire	RECEIVING (new) manager completes the evaluation for the current year.
1-59 days before the employee's anniversary of most recent UW date of hire	SENDING (former) manager completes the annual evaluation.

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 5/24/13

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