



## Biannual Performance Evaluation Process

This SOP outlines the Biannual Performance Evaluation process for eligible WhiteWater Team Members. It defines each step, from eligibility notification to the completion of evaluation meetings, to ensure a fair, consistent, and transparent approach that promotes employee growth, performance improvement, and alignment with organizational goals.

### Responsibilities:

- **Human Resources Department:** Coordinates the process, distributes forms, Approves Manager Feedback, and tracks completion.
- **Direct Supervisors:** Complete manager feedback, schedule meetings, and deliver evaluations.
- **Team Members:** Complete self-evaluations and participate in review meetings.
- **Leadership:** May review results and provide input on evaluation strategy or calibration.

### Definitions:

- **Team Member Self-Evaluation:** A structured self-assessment completed by the Team Member to reflect on their performance, accomplishments, challenges, and areas for growth during the review period.
- **Manager Feedback:** A formal evaluation completed by the Team Member's direct supervisor, providing insights on performance, progress toward goals, and opportunities for development. It also includes setting future objectives aligned with individual and team success.
- **In-Person Review:** A scheduled meeting between the Team Member and their direct supervisor to discuss the Self-Evaluation and Manager Feedback. This session focuses on performance insights, two-way feedback, and goal-setting for the next six months. Other leaders may be invited when appropriate.

**Evaluation Period and Eligibility:** This performance evaluation covers the period from **December 1, 2024, to May 31, 2025**. All **Salaried, Maintenance, and Corporate Team Members** who have been employed at WhiteWater for **at least three months** by the end of the evaluation period are eligible to participate.

### Tools and Systems:

- Platform: Evaluations will be completed in [ADP Workforce Now](#).
- Progress: HR will provide regular updates to ensure timely completion.
- Resources:

- Dashboard Guide - Quick reference for navigating the performance dashboard.
- TalentLMS Training - Best practices for delivering effective reviews.

## Procedure:

1. **TalentLMS Training:** To ensure a consistent and effective performance review process, mandatory training for all hiring managers will launch on **June 9, 2025**, and must be completed by **June 25, 2025**. The training covers essential steps in the review process, including providing feedback and setting goals.
2. **Notification of Eligibility:** The Human Resources Department sends an initial notification to eligible Team Members and their direct supervisors outlining the process and deadlines by **June 16, 2025**.
3. **Self-Evaluation:** Eligible Team Members receive an email with a link to the Semiannual Performance Review form. Forms must be completed and submitted by **June 25, 2025**.
4. **Manager Feedback:** After the Team Member submits their Self-Evaluation, the Direct Supervisor receives an email with the review form link. Supervisors should complete their feedback by **July 09, 2025**.
5. **HR Reviews & Approval:** After the direct supervisor submits feedback, HR will review the responses, address any follow-ups as needed, and finalize approval by **July 16, 2025**.
6. **Scheduling Evaluation Meetings:** Direct Supervisors must schedule in-person evaluation meetings in advance with each eligible Team Member. While the Self-Evaluation must be completed before the meeting occurs, meetings may be scheduled beforehand to encourage proactive planning. All evaluation meetings must be completed no later than **August 01, 2025**.
7. **In-Person Meeting:** During the meeting, both parties will discuss the self-evaluation, accomplishments, and areas for improvement, and set goals for the next six months. Supervisors will release their appraisals during or after the meeting for Team Members to review and acknowledge. All in-person meetings must be held no later than **August 01, 2025**.
8. **Acknowledgment:** Supervisors must ensure that each Team Member reviews and acknowledges their appraisal by **August 01, 2025**.
9. **Goal Setting Requirement Following Performance:** All team members are required to set one or more SMART goals for the next six months upon completing their performance review. These goals must be entered into ADP no later than **August 15, 2025**. It is the responsibility of each Manager to ensure that their direct reports have entered their goals in the system by the deadline.

**Disclaimer:** The performance evaluation process outlined here reflects current practices and timelines. However, it is subject to change based on updates to WhiteWater's policies, procedures, or organizational priorities. HR will communicate any modifications promptly to ensure all team members remain informed and aligned.

**Questions?** If you have any questions, please contact your designated HR Generalist or the HR Department at [HR@whitewatercw.com](mailto:HR@whitewatercw.com).