Summary of SIPR Survey Results  
(survey conducted by QTI Consulting Group in October 2013)

Part One: Demographics of Data Compiled:
- QTI Human Resources conducted four phone interviews of key stakeholders.
- QTI Human Resources gathered survey data from 234 respondents (1331 were sent the survey using the UWEX-COOP-ALL list serve; there were 800 applicable recipients after backing out retirees and others who are not expected to participate in the SIPR process)

Appointment Categories represented:
- 85 Academic Staff (36.32% of respondents)
- 4 Academic Staff: project, interim, short-term or ad hoc status (1.71% of respondents)
- 22 Classified Staff (9.4% of respondents)
- 1 Classified Staff: LTE or project status (.43% of respondents)
- 108 Faculty (46.15% of respondents)
- 10 Limited: administrative appointment (4.27% of respondents)
- 2 None of the above categories (.85% of respondents)
- 2 Not sure of appointment status (.85% of respondents)

Work Locations represented:
- 49 from East-Metro region (20.94% of respondents)
- 44 from North Central region (18.80% of respondents)
- 38 from Northwest region (16.24% of respondents)
- 40 from Southwest region (17.09% of respondents)
- 56 from Madison-based region (23.93% of respondents)
- 7 from other locations (2.99% of respondents)

Years of Service represented:
- 6 with less than 1 year (2.56% of respondents)
- 50 with 1-5 years (21.37% of respondents)
- 49 with 6-10 years (20.94% of respondents)
- 45 with 11-15 years (19.23 % of respondents)
- 30 with 16-20 years (12.82% of respondents)
- 54 with more than 21 years (23.08% of respondents)

Received a performance review in the last 12 months?
- 216 received a performance review (92.31% of respondents)
- 18 did not receive a performance review (7.69% of respondents)

Conducted an annual performance review as part of job duties?
- 164 conducted reviews (70.09% of respondents)
- 70 did not conduct reviews (29.91% of respondents)
Part Two: Analysis of Survey Data and Interview Responses:
- All survey responses were reviewed, including specific comments.
  - Further, all survey responses were cross-referenced by appointment category, work location, years of service, and whether or not the respondent conducts annual performance reviews.
- All interview responses were reviewed, including specific comments.

Part Three: Summary of Findings:
Valuable Components of Current Process According to Respondents:
- Scheduled face-to-face time with supervisor is important/valueable. Provides opportunity to discuss what is effective and what could be improved.
- Providing headers/questions on the Self-Initiated Performance Review (SIPR) form helps trigger ideas.
- Performance conference and summary are great opportunities to officially document performance for a personnel file.
- Performance conference provides opportunity to reflect on staff performance and accomplishments.
- Written summary is a very helpful recap. Reflects on accomplishments and challenges.
- The SIPR helps plan for future performance initiatives.
- Performance conference promotes interactive dialogue.

Suggested Improvements to Current Process According to Respondents:
- Eliminate the 360-degree component or allow it to be optional.
- Do not require the 360-degree component to be conducted annually.
- Questions are preset on the SIPR. Allow more flexibility with the questions.
  - Include “other” section so the employee can discuss what he/she believes is important.
  - Add a question asking “where the employee would specifically like to grow” professionally.
  - Add a question addressing any “challenges the employee is experiencing.”
- Ensure all departments are actually conducting reviews and conducting reviews in a similar fashion.
- Remember to focus on past performance and provide examples and feedback. Putting emphasis on future goals is great, but past performance is important too.
- Require more interaction, rather than just once a year. Encourage ongoing conversations. Possibly schedule informal quarterly face-to-face meetings.
- Provide training to supervisors on how to conduct performance reviews. Include how to handle conflict or difficult conversations.
- In situations where an employee is reviewed by someone in another location/department, help to educate/exchange information between departments on expectations and progress.
- The person conducting the review should understand the other department’s goals, the employee’s duties and the ongoing progress.
- Coordinate the SIPR with the organization’s Purpose, Vision, and Values.
- Include the program liaison in the SIPR process.
- Ensure a final signed copy of the SIPR is shared with the employee, supervisor and placed in the employee file.