ENGAGE CONVERSATION #1
March-April
Discuss Performance Plan for upcoming cycle.
Schedule three follow-up talent conversations.

LEARN CONVERSATION #2
June-July
Conduct three-month follow-up to discuss goals, assess progress and resources, and, if needed, clarify or redefine expectations for remainder of cycle.

APPLY CONVERSATION #3
September-October
Conduct required six-month follow-up to discuss goals, assess progress and resources, and, if needed, clarify or redefine expectations for remainder of cycle.

REFLECT CONVERSATION #4
December-January
Conduct nine-month follow-up to discuss goals, assess progress and resources, and, if needed, clarify or redefine expectations for remainder of cycle.

ENGAGE CONVERSATION #5
March-April
Conduct Annual Appraisal.
Discuss Performance Plan for upcoming cycle.

CALIBRATION SESSIONS
February
Leadership teams should hold calibration sessions to ensure consistent performance ratings & goal standards.

UNCG
STEPS 2 EXCELLENCE
Strategies for Teamwork, Engagement and Performance Success

Success
Annual Appraisals
April 30

Performance
Interim Appraisal
October 31

Engagement

Teamwork

Workshops Available
Register Here
SHRA Performance Appraisal Policy
FOUR KEY CHANGES FOR 2017-2018

Dates

New! Annual Cycle
April 1st – March 31st
(formerly March 1 – February 28/29)

Ratings

Institutional Goal and Individual Goal Scores
3 = Exceeding Expectations  A+
2 = Meeting Expectations  A
1 = Not Meeting Expectations  D

Final Overall Rating
2.70 to 3.00 = Exceeding Expectations
1.70 to 2.69 = Meeting Expectations
1.00 to 1.69 = Not Meeting Expectations

For more information about the changes to the Performance Management policy go to  http://hrs.uncg.edu/Performance_Management/

Performance Plans

5 Institutional Goals (Standard)
(6 for supervisors)

- Compliance & Integrity
- Accountability
- Expertise
- Customer-Oriented
- Team-Oriented
- Supervision

3-5 Individual Goals
(specific tasks)

- Goal #1
- Goal #2
- Goal #3
- Goal #4
- Goal #5

Weighted Goals

- Institutional Goals 50%
  - 10% Compliance & Integrity
  - 10% Accountability
  - 15% Customer-Oriented
  - 5% Team-Oriented

- Individual Goals 50%
  - 10% Goal #1
  - 10% Goal #2
  - 10% Goal #3
  - 10% Goal #4
  - 5% Goal #5