Instructions for completing the 2017-2018 EHRA Non-Faculty Performance Evaluation

1. Complete Parts I and II of the EHRA Non-Faculty Performance Evaluation Form by checking the appropriate rating (1-Not Meeting, 2-Meeting, or 3-Exceeding) based on the employee’s progress for each Individual Goals and Development Goals.
2. Check the Overall Performance Rating and add evaluative comments in Part III.
3. Some employees may not require an overall rating this year. Please send the appraisal with one of the following non-rated codes:
   a. 7-Insufficient Time (Employee in position less than 6 months; or hired on or after January 1)
   b. 8-LWOP (Leave without Pay)
   c. 9-Evaluation Not Done (other reasons for not assigning an overall rating)
4. Allow the employee to include/add comments.
5. Meet with your employee to review and discuss the final appraisal and sign.
6. Obtain the next-level management’s signature.

Submission Process
This year’s EHRA performance appraisal is due by June 30. Please send appraisals to UNCG Human Resources via email to PMP2018@uncg.edu.

1. Save and send appraisals 1 at a time! 1 email per appraisal (do not batch) by employee’s name. When sending the email in the subject line place the employee name along with the review type and year. For example: EHRA 2017-2017 for Jennifer Feth
2. Hard copies via campus mail will not be accepted.

Contact Jenn Feth, Employee Relations Specialist, at 334-4508 or PMP2018@uncg.edu for assistance.