



**SHRA PERFORMANCE MANAGEMENT PLANS FOR 2016-2017 AND NEW PROGRAM FOR 2017-2018**

**Completion and Submission of 2016-17 PMP Forms**

All completed PMP forms for the cycle April 1, 2016--March 31, 2017 were due to the Office of Human Resources by April 30, 2017 (extended date). Please scan and email your completed documents to [PMP2017@uncg.edu](mailto:PMP2017@uncg.edu). PMPs will not be accepted by fax or via HR staff's personal email address.

**Completion of the performance evaluation process is mandatory for all supervisors and managers with subordinate staff.**

**SHRA Performance Management Plans for 2017-2018**

I am pleased to announce some exciting changes to our current SHRA Performance Management Program. SHRA employees and those who have responsibility for evaluating SHRA employees will receive information this week about their role in this process and training opportunities that will orient them to the new tools and processes. Meanwhile, please review carefully the attached memorandum regarding the process, training times and locations, and who to contact for questions.

**Registration for these sessions is not required.**

**Michelle Lamb Moone**  
**Associate Vice Chancellor for Human Resources**





THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**  
Human Resources

*Department of Human Resources*

## **MEMORANDUM**

**TO:** UNCG Community

**FROM:** Michelle Lamb Moone, MS, SPHR  
Associate Vice Chancellor, Human Resources

**DATE:** April 28, 2017

**SUBJECT:** ***NEW FY18 Performance Management Program (PMP) Rollout***

---

The end of a performance cycle is a tremendous opportunity to not only recognize staff accomplishments and achievements, but also prepare the workforce for the next performance cycle by setting clearly defined goals and objectives.

### **[NEW Performance Management Program for FY18](#)**

The North Carolina State Human Resources Commission approved a new performance management program for employees subject to the State Human Resources Act (SHRA). The new FY18 annual performance cycle is **April 1, 2017 – March 31, 2018**; however, we delayed implementation of the new performance plan until the completion of the current year's performance cycle on March 31, 2017, which was extended to April 15, 2017.

The new SHRA Performance Management Program places emphasis on both institutional goals and individual goals while streamlining the content of the performance plan, standardizing the categories for evaluation, increasing the accuracy and defensibility of performance ratings, and promoting effective communication between employees and supervisors. A key focus of the new design is also simplification, including less complex compliance requirements and a significant reduction in required paperwork. The new policy and program applies to all SHRA probationary, time-limited and permanent, and career status employees. This policy does not apply to temporary employees.

**FY18 PMP Cycle and Timeline**

We will follow the timeline listed below:

<b>May 1 – June 15, 2017</b>	FY18 PMP Performance Plan development (initial work plan)
<b>September 1 – October 31, 2017</b>	FY18 Interim Performance Review
<b>February 1 – March 31, 2018</b>	FY18 Annual Appraisal Form Completion, HR Review, and Interviews
<b>April 6, 2018:</b>	FY18 PMP Annual Appraisal due to the Office of Human Resources

**PMP Training & Information Sessions**

There are several significant changes to the FY18 plans. To inform you of these changes, we are pleased to roll out the new Performance Management Program with a series of training and information sessions. All supervisors and managers are required to attend one (1) of the PMP information sessions to gain insight and understanding of the University’s new performance management policy, forms and guidelines. Attendance by employees is optional, but highly recommended.

**Schedule of PMP Training & Information Sessions**

	<b>Day, Date</b>	<b>Time</b>	<b>Location</b>
Campus Champions ( <i>HR appointed</i> )	<b>Wed., May 3</b>	1-4 pm	113 Bryan, HR Training Room
Campus Champions ( <i>HR appointed</i> )	<b>Thurs., May 4</b>	9am – 12 noon	113 Bryan, HR Training Room
Campus-Wide Information Sessions (All Employees)	<b>Thurs., May 4</b>	1 - 2pm 2 - 3pm 3 - 4pm 4 - 5pm	EUC Maple Room
Campus-Wide Information Sessions (All Employees)	<b>Fri., May 5</b>	9 - 10am 10 - 11am 11am - 12 noon	EUC Claxton Room

Memorandum to the UNCG Community re FY18 PMP

April 28, 2017

Page 3

Campus-Wide Information Sessions (All Employees)	<b>Tue., May 9</b>	1 - 2pm 2 - 3pm 3 - 4pm 4 - 5pm	EUC Claxton Room
Supervisor and Manager Training	<b>Thurs., May 11</b>	10am – 12 noon	Campus Supply Bldg. Training Room
Supervisor and Manager Training	<b>Thurs., May 10</b>	2 – 4pm	Music Building, Room 217
Supervisor and Manager Training	<b>Tue., May 16</b>	10am – 12 noon	Spartan Village
Supervisor and Manager Training	<b>Tue., May 16</b>	2 – 4 pm	Spartan Village
Supervisor and Manager Training	<b>Mon., May 22</b>	10am – 12 noon	113 Bryan, HR Training Room
Supervisor and Manager Training	<b>Wed., May 24</b>	2 – 4 pm	113 Bryan, HR Training Room

**Next Steps**

Next week we will send information on resources, including FAQs and a schedule of WebEx training sessions, which may prove helpful as we partner to implement the new SHRA Performance Management Program. Questions regarding the PMP process should be directed to **Gwen Evans, Director of HR Business Partners and Employee Relations**, by email at [gdevans2@uncg.edu](mailto:gdevans2@uncg.edu) or by phone at (336) 334-4512.