

Stay on target with

ePerformance



UNC
GREENSBORO
Human Resources

Reminders and Resources for

2018-2019 SHRA Annual Performance Review Process

The following are some reminders

- Ratings range from 1-Not Meeting Expectations to 3-Exceeds Expectations.
- Comments and examples are needed for any rating that does not fall in the 2-Meets Expectations range.
- The median rating is 2-Meets Expectations. The University's expectations regarding employee performance are very high, and therefore a "Meets Expectations" rating should be considered a positive evaluation.
- The Performance Appraisal is a "communication tool" between the employee and the supervisor and is considered a part of the official personnel file.
- Evaluate performance, not personality.
- Review meetings are to be conducted between March 1, 2019, and April 30, 2019.

Completing the performance appraisal

- Scores should be reflective of the full 12-month cycle, not just recent performance.
- Before scoring the appraisal take a moment to:
 - Consider the job description and performance objectives
 - Department processes or procedures
 - Any notes you may have documented over the year for the employee
 - Any feedback or letters/e-mails from customers or co-workers
- Each employee should be scored independently considering:
 - Employees length of time in the position
 - The main areas of responsibility
 - What the employee has done well
 - What the employee needs to improve in
 - What you can do to help the employee do a better job
- Resources for completing appraisals can be found on the [ePerformance Management Documentation Page](#).

Conducting the review meeting

- Set a calendar date and time in advance where the meeting will take place.
- Choose a room to conduct the meeting that will provide privacy and no interruptions.
- Schedule enough time for discussion {30 minutes to 1 hour}.
- During the meeting:
 - Listen to your employee's input and take notes.
 - Maintain good eye contact and attentive posture.
 - Reflect back to the employee your understanding of what the employee said.
 - Don't interrupt; ask questions only for clarification.
 - Be non-judgmental.
- Turn off your cellphone and avoid disruptions.
- Compare the actual specific performance results and behaviors to the goals/objectives.
- Ask the employee for ideas about how to resolve problems.
- Emphasize strengths, as well as areas that need improvement.
- Be honest and be prepared to discuss questionable items.
- Support the employee's efforts to improve

Closing and follow-up

- Set goals, expectations, and objectives together for the next performance period.
- Discuss development and training plans with the employee.
- Inform the employee that an acknowledgment request to verify that the meeting took place will be in the employee's ePerformance action items and that the employee should log into ePerformance as soon as possible to complete the review process.
- Acknowledging the appraisal does NOT mean the employee necessarily agrees with the appraisal; it only means that the appraisal has been shared with the employee. There is no requirement that an employee acknowledges the appraisal, therefore if the employee refuses to do so, the supervisor should note that the appraisal was presented to the employee and the employee refused to acknowledge. Indicate the date on which the meeting took place and let the employee know that they can provide a written response if they choose to do so.
- You and the employee should exchange ongoing feedback about the performance goals and standards throughout the year.
- Summarize the meeting and end on a positive note.

If you are having any issues with ePerformance please submit a ticket via the [SpartanTalent Problem Form](#).

You may also contact the Human Resources Office at 336-334-5009