

April 7, 2016

TO: Department Heads, Managers and Supervisors

FR: Cynthia Señeriz, Acting Director, Human Resources

RE: FY 2015-16 Performance Evaluations for Policy-Covered Staff

Annual performance evaluations are an important opportunity to recognize and acknowledge the contributions of our staff, and to discuss future work and career development. Every policy-covered employee should be appraised at least annually in writing by the employee's immediate supervisor. In order to prepare for the upcoming non-represented salary program, all individuals with supervisory responsibilities for policy-covered staff are asked to *start taking steps now* to complete the following:

- ✓ Make plans to ensure that all policy-covered staff who report to you will have a recently completed performance evaluation on file no later than June 3, 2016.
- ✓ Build in time for your staff to be involved. Inform your staff that you are starting the evaluation process and provide your staff with the [Employee Self-Assessment form](#) to submit to you by an established deadline. (Completion is voluntary).
- ✓ Take the Employee Self-Assessment feedback into consideration as you review the [instructions](#) and you complete the [Performance Evaluation form](#) keeping in mind the June 3, 2016 completion target date.
- ✓ Be prepared to submit a copy of the completed performance evaluation form to Human Resources upon request. (Additional details are pending. More information will be shared on this action item.)

The new core competency-based [Performance Evaluation form](#) should be utilized for policy-covered staff. However, for purposes of the upcoming non-represented salary program, performance evaluation forms previously completed and signed *no earlier than July 1, 2015* are acceptable this fiscal year. On a go-forward basis, performance evaluations must utilize the new core competency-based [Performance Evaluation form](#). In addition to these minimum steps, additional measures are recommended by Human Resources to improve the outcomes of the performance evaluation process. Keep in mind that the recent [UC Staff Engagement Survey](#) highlighted the importance of fairness in the evaluation process as a key driver of employee engagement for our policy-covered staff.

- ✓ A fair evaluation implies that poor performance is addressed as readily as strong performance.
- ✓ The perception of fairness is enhanced where a process exists to ensure that more than one level of management is reviewing the proposed performance rating, *before the performance rating is shared* with the employee.
- ✓ The perception of fairness is enhanced where a process exists within departments and divisions to affirm that the standards used to rate performance are balanced and *the criteria used to determine the top performers are consistent*.

Department heads are strongly encouraged to support release time for training on this topic for policy-covered staff and their supervisors, if training has not been completed recently.

- Overview workshops are scheduled on **May 2 and May 9** at 10am (2 hour workshop). These workshops are open to both supervisors and non-supervisory staff and will familiarize participants with the new evaluation form and the performance evaluation process. [Register](#)* today for one of these workshops.
- Supervisor Labs are scheduled on **April 22, May 16, and May 24** (3 ½ hour workshop). These workshops allow participants to ask questions and strengthen their performance coaching skills. This workshop is open to Supervisors only. [Register](#)* today for one of these workshops.
- Web-based courses are also available. There are eight e-courses* in the Performance Management Certificate Program (PMCP) series available via the [UC Learning Center](#). The PMCP

covers the fundamentals of performance management. All people managers, and those who aspire to manage people, can take this series of 30-60 minute e-courses.

*To register and/or access the above mentioned courses, type **PMCP** in the UC Learning Center search field once you've logged in. <https://www.learningcenter.ucsb.edu/>

Reference Links to the HR web site are provided below.

November 6 Memo to Campus Community regarding FY 2015-16 Performance Management Cycle for Policy-Covered Staff

<http://www.hr.ucsb.edu/memos/2015/fy-2015-16-performance-management-cycle-policy-covered-staff>

Performance Evaluation Form for policy-covered staff:

http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/forms/Perf_Evaluation_Form_TypeIn_Non_Represented_2-2014.docx

Instructions for the completion of the Performance Evaluation Form:

http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/managers/Perf_Evaluation_Form_Instructions_Non_Reps.doc

Employee Self-Assessment Form:

http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/managers/UCSB_Employee_Self_Assessment_Form_Version_1-0-2014.docx

Guidelines for completing the Self-Assessment:

http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/current_employees/Guidelines_for_Completing_Self-Assessment.docx.pdf

Staff Engagement Survey Results

<http://www.staffassembly.ucsb.edu/engagement-survey>