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/](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  

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](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](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](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:  

Staff Engagement Survey Results  
[http://www.staffassembly.ucsb.edu/engagement-survey](http://www.staffassembly.ucsb.edu/engagement-survey)