2016-17 Staff Performance Appraisal Instructions

All Agriculture and Natural Resources (ANR) staff employees must be evaluated using the ANR Performance Appraisal form in accordance with the following procedures. The review period is July 1, 2016-March 31, 2017. The following forms and resources are available under the Performance Management category on the ANR Human Resources website at:

http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Performance_Management/

- Employee Summary of Accomplishments Form
- ANR Performance Appraisal Form
- ANR Performance Standards
- Individual Development Plan

The Appraisal Process

Step 1 (March 1-15): The employee completes a Summary of Accomplishments and provides to their supervisor.

The Summary of Accomplishments should be provided to the supervisor prior to the supervisor drafting the employee’s Performance Appraisal. This form may be attached as a supplement to the appraisal.

Step 2 (March 15-April 30): The supervisor drafts the Performance Appraisal.

The appraisal form includes five performance levels. The ANR Performance Standards document (available on the HR website) describes the different levels of performance for each job element being rated. All ANR supervisors are expected to rate their staff consistent with these standards. Every effort should be made to maintain the integrity of the rating system.

Step 3 (May 1-11): The supervisor provides the Performance Appraisal to the second level supervisor for approval and signature.

After drafting the appraisal, the supervisor will meet with the second-level supervisor* to discuss the employee’s annual performance. The second-level supervisor will provide his/her signature, acknowledging approval of the overall performance rating. This preliminary rating should then be provided to your location’s director/department head. Human Resources will collect the preliminary ratings on May 12, 2017.

Step 4 (May 12): The director/ department head will forward performance ratings and appropriate drafts to HR.

At this stage, the director/ department head will submit to HR the preliminary ratings for all staff employees, as well as any written appraisals with a proposed overall rating of Exceptional, Does Not Meet Expectations or Partially Meets Expectations.

*The second level reviewer is the supervisor of the individual who signs the employee’s appraisal as the reviewing supervisor.
If you are a director, with direct reports, these direct report appraisals must be reviewed by one of the following. Please forward these appraisals for second level review as assigned below:

Chris Greer (UCCE staff): forward electronically to Joan Taylor Warren at jtwarren@ucanr.edu
Lisa Fischer (REC staff): forward electronically to Joan Taylor Warren at jtwarren@ucanr.edu
Tu Tran (administrative staff units): forward electronically to Cheryl Hyland at Cheryl.Hyland@ucop.edu
Wendy Powers (as assigned): forward electronically to Kathryn Stein at Kathryn.Stein@ucop.edu
Glenda Humiston (as assigned): forward electronically to Patricia Lonergan at Patricia.Lonergan@ucop.edu

**Step 5 (May 15–June 9): Calibration Review**

The calibration review, facilitated by Human Resources, is intended to ensure consistency in performance ratings across ANR. The calibration review will occur when the appraisal is in the **draft** stage and **before it has been shared** with the employee. Human Resources will communicate the outcome of the calibration review to the supervisors by June 9, 2017.

**Step 6 (June 12–July 31): Supervisors meet with employees to discuss and finalize performance appraisals.**

After the calibration review is complete, supervisors meet with their employees to discuss the performance appraisals. The employee should sign the appraisal form at this time, and has the opportunity to add comments. The final appraisal is then forwarded **electronically** to Mary Roberts at maroberts@ucanr.edu with copy to Jodi Rosenbaum at jrosenbaum@ucanr.edu by July 31, 2017.

**Additional Information**

**Dual Reporting Relationships**

If you have an employee who has a dual reporting relationship, you should ensure that a joint and signed review has been submitted by each supervisor with one overall rating for the employee determined by the “home” department director.

**Non-Career Employees**

Contract employees with 6 months of service and limited term employee with 12 months of service as of March 31, 2017 should be evaluated. An annual appraisal for probationary employees is not required. Please follow the probationary procedures for the probationary employees. No annual appraisal is required for per diem employees.

**Position Description Review**

This is an appropriate time to review the position descriptions of eligible employees to ensure accuracy. If there have been any changes in responsibilities or reporting relationships the position description should be updated and submitted to the HR Help Center. If there has been a significant change in responsibilities a revised position description should be submitted for review to determine if the position is properly classified.

**Deadline**

The deadline for submitting the final performance appraisals is **July 31, 2017**.

**Routing Instructions**

All ANR Units should send appraisals via electronic mail with the employee’s name on the email subject line to: Mary Roberts at maroberts@ucanr.edu and Jodi Rosenbaum at jrosenbaum@ucanr.edu