

2018-19 Annual Call

Staff Performance Appraisals

Overview:

The staff performance review period runs from **April 1, 2018 through March 31, 2019**. This applies to all ANR staff, represented and non-represented. An appraisal should be completed for all ANR career and contract employees with at least six months of service as of March 31, 2019. (Office of the President (OP) based staff will follow the OP-HR performance process with separate trainings, timelines, and forms.)

ANR Human Resources to host Zoom webinars:

This year ANR Human Resources will host webinars for staff, as well as supervisors. Please hold one of these dates/times on your calendar:

Employee Role: March 5, Tuesday, 9–10am

Supervisor Role: March 6, Wed., 3–4:30pm

Employee Role: March 20, Wed., 10-11am

Supervisor Role: March 26, Tuesday, 3–4:30pm

If you are a supervisor, you only need to participate in a supervisor session.

Timeline:

Please review the schedule below for key dates and deadlines. It is critical that all units meet the **May 6 deadline** for submitting *proposed* overall ratings. HR will provide unit directors more detailed instructions for collecting preliminary ratings by the first week of March. *This timeline is subject to change with prior notice.*

Mar 1-Mar 22: Employee completes employee sections of the Employee Performance Appraisal Form

Mar 23-May 5: Supervisor meets with employee to review the self-appraisal
Supervisor completes the supervisor sections on the Employee Performance Appraisal
Supervisor confirms agreement on proposed overall rating with second-level supv.

May 6: **Proposed overall ratings and draft appraisals* due to ANR Human Resources**

May 7-24: HR reviews proposed ratings for consistency, and confirms final ratings

May 25-June 29: Supervisor meets with employee to communicate overall rating
Supervisor collects signatures and submits final appraisal to HR

*On May 6, draft appraisals are due for those rated as "Exceptional", "Partially Meets", "Does Not Meet", with second level reviewer signature.

Performance Appraisal Tools are available on the ANR Human Resources website.

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

If you have questions regarding the appraisal process, please contact Mary Vlandis at maryvlandis@ucanr.edu or Jodi Rosenbaum at jrosenbaum@ucanr.edu.