

Objectives

The annual performance evaluation process is intended to promote communication between employees and their supervisors about work expectations and goals. It is an opportunity for the supervisor to provide objective feedback to employees, and to coach for continued improvement.

The process also give employees the chance to ask questions about individual and organizational goals and to explore opportunities to improve job skills and pursue professional development.

New Employee Evaluation System

As part of the recent transition to UC Path, we are implementing ePerformance in 2020. ePerformance is an electronic process for completing staff evaluations. UC Path ePerformance will replace the PDF-based Employee Performance Evaluation Report (EPAR). This system will provide a more streamlined process for both the employee and the supervisor.

Zoom information sessions for staff and supervisors

In March, ANR Human Resources will host separate webinars for staff and supervisors. Please hold one of these dates/times on your calendar:

Employee Role: March 5, Thurs., 3-4:00pm
Employee Role: March 10, Tues., 2-3:00pm

Supervisor Role: March 12, Thurs., 10-11:30am
Supervisor Role: March 31, Tues., 10-11:30am

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

Performance Evaluation Tools

The following forms and resources are available:

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

- 2019-20 Annual Call for Staff Performance Evaluations
- 2019-20 Staff Performance Evaluation Guidelines & FAQ
- ANR Performance Standards

Additional Resources

- Career Planning Tools
- People Management Resources
- Smart Goals Worksheet
- Smart Goals How to Guide

Need Help?

If you have questions regarding the evaluation process, please contact Mary Vlandis at maryvlandis@ucanr.edu or Jodi Rosenbaum at jrosenbaum@ucanr.edu. If you have system related questions please contact Patricia Glass at pglass@ucanr.edu.

Timeline for 2020 Evaluation Process

Mar 6-22

➤ **Employee completes the ePerformance self-evaluation**

Describe your progress and achievements in relation to pre-established organizational or unit goals and/or performance expectations. Include goals determined in the prior year’s performance evaluation (if any), as well as new goals added during the review period. Use the ANR Performance Standards as a reference in assigning ratings. Summarize your key strengths, areas for improvement, and other factors that characterize your overall performance. Document future goals, expectations, development opportunities, training recommendations, and any action plans.

Mar 23-Apr 19

➤ **Supervisor meets with employee to review the ePerformance self-evaluation**
➤ **Supervisor completes the manager evaluation fields and submits to second level approver. (It will route automatically to the supervisor’s supervisor.)**

Provide objective feedback to employees on progress and achievements. Use the **ANR Performance Standards** (available on the HR website) as a baseline for ratings. Summarize the employee’s key strengths, areas for improvement, and other factors that characterize the employee’s overall performance during the review period. Highlight areas for further development. Provide feedback on future goals, expectations, development opportunities, training opportunities, and any action plans. We strongly recommend that the supervisors meet with employees to review the self-evaluation prior to completing the draft.

Apr 20-May 5

➤ **Second level approver reviews and approves evaluation**

The second level approver will review and approve overall rating, and submit.

May 6

➤ **DEADLINE FOR ePERFORMANCE EVALUATIONS WITH PROPOSED OVERALL RATINGS**

At this stage, Human Resources generates a report to review the proposed overall ratings. The calibration committee will review all evaluations that propose an overall rating of Exceptional. Any evaluations that propose an overall rating of Does Not Meet Expectations or Partially Meets Expectations will prompt a follow up from HR.

May 7-31

➤ **The calibration committee reviews proposed ratings for consistency, and confirms final ratings**

The calibration review, facilitated by Human Resources, is intended to ensure consistency in performance ratings across ANR. The calibration review will occur **before the overall ratings and evaluations are shared with the employees.**

June 1-8

➤ **Human Resources will communicate to the unit directors/department heads that the calibration review is complete.**
➤ **HR approves the final evaluations in ePerformance.**

HR informs the unit directors/department heads that this is the last opportunity to request corrections before the final evaluation is to be shared with the employee.

When HR approves the ePerformance evaluations, the feature to “share” with employees is enabled.

June 9-30

➤ **Supervisor “shares” the evaluation with the employee.**
➤ **Employee acknowledges receipt.**

Frequently Asked Questions

What period of time does the performance evaluation cover?

The annual review period is **April 1, 2019 - March 31, 2020**.

I am an ANR employee, but I am based at the Office of the President. Do I follow ANR's timeline and process?

ANR employees based at the Office of the President (OP) will follow the OP process and timeline. Performance evaluation information for OP is available at: <https://www.ucop.edu/local-human-resources/your-career/performance-management/appraisal-process.html>.

Do I have to complete a performance review for all my staff employees?

Each manager and supervisor is required by UC policy and by the applicable labor contract to conduct performance evaluations. Annual performance evaluations are required for career employees, and contract employees with at least 6 months of service as of March 31, 2020.

An annual evaluation is not required for probationary employees who have not attained "regular" career status as of March 31, 2020. Please follow the probationary procedures for these employees. Supervisors should engage in an informal evaluation of their limited term employees employed for 12 months or more, but it is not required for the annual review process. No annual evaluation is required for per diem employees.

County-paid employees follow the County process. Academic appointees follow the Academic process. (See the [Academic HR website](#) for details.)

Why am I not able to access the EPAR form on the HR website?

We are no longer using the EPAR form for staff evaluations. Please refer to the Performance Work Center on your UC Path Dashboard. <http://ucpath.universityofcalifornia.edu/>

Whom should I contact if I cannot access UC Path ePerformance?

For system related inquiries please contact Patricia Glass at pglass@ucanr.edu. For specific Single Sign On (SSO) or log in issues please access the ANR Portal and submit a ticket to the IT Helpdesk (help@ucanr.edu).

I am assigned to complete an evaluation in ePerformance, but I am not the supervisor.

What do I do?

A data change form (DCF) needs to be completed so the HR Operations team can process the supervisor update in UC Path. The DCF should be forwarded to the HR Helpdesk at humanresources@uanr.edu to be assigned for processing. Please copy Patricia Glass on the email pglass@ucanr.edu.

Who is the 'second-level supervisor'?

The second-level supervisor is the supervisor of the individual who signs the employee's evaluation as the reviewing supervisor.

I am a UCCE County Director or a REC Director. Who is serving as the second-level supervisor for my staff ePerformance evaluations?

For the 2019-20 performance evaluation process, Vice Provost Mark Lagrimini is the second-level supervisor reviewer for the UCCE County offices and the RECs.

Who is responsible for managing the ePerformance evaluation for a staff employee with dual reporting relationships?

If you have an employee who has a dual reporting relationship, the primary supervisor is responsible for completing the evaluation. The primary supervisor may “nominate” the secondary supervisor to participate electronically within the ePerformance system. The secondary supervisor has the ability to comment in the system, but cannot provide ratings. The secondary supervisor may provide recommendations on ratings to the primary supervisor outside of the system, but the primary supervisor is ultimately responsible for the evaluation and submission.

I am a supervisor who has submitted an evaluation for approval, but now I need to make edits. What do I do?

Please contact Patricia Glass, the ePerformance administrator, at pglass@ucanr.edu. She has the ability to “reject” the document so you can edit. Rejecting will not delete what has already been entered in the fields.

When are the proposed overall ratings due to Human Resources?

The deadline to submit the proposed overall ratings is May 6, 2020.

When should the supervisor share the overall rating and final evaluation with the employee?

The supervisor should not share the proposed overall rating and ePerformance evaluation with the employee until Human Resources completes the calibration review. To ensure all aspects of the process are completed, Human Resources will possess the final authority to *enable* the supervisor to “share” the ePerformance evaluation with the employee. On June 15, Human Resources will send an announcement to unit directors/ department heads informing them that the “share” feature is available.

Who developed the UC Core Competencies?

HR representatives from all UC locations developed a common set of competencies to serve as a foundational tool for the assessment and development of staff, managers and leaders. Core competencies described in this model are expected to be demonstrated in all employee roles to some degree. Those who supervise others have an additional competency for people management. You can find more information about the [UC Core Competencies and Performance Management at UCnet](#).

I’m a new supervisor, and I haven’t conducted performance reviews before. Is there training available to help me prepare?

Yes, People Management trainings are available at the [UC Learning Center](#). Available courses include:

- Setting Expectations and Individual Performance Goals
- Giving & Receiving Feedback
- Conducting Performance Appraisals
- Coaching for Performance

You can find more information at

http://ucanr.edu/sites/Professional_Development/All_Trainings/People_Management/.

Do supervisors have to wait for employees to complete their self-assessment before they can start entering information in the ePerformance evaluation?

No, supervisors can work in the document concurrently.

Should a supervisor include a review of their staff's position descriptions in this process?

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.

What is the Calibration Review process?

"Calibration Review" refers to the steps UC ANR takes to ensure consistency in the performance evaluation process. Ratings should be based on objective feedback, ANR Performance Standards, and achievement toward individual and organizational goals. Before ratings are finalized, second-level supervisors review ratings with supervisors to insure consistency within units, and Human Resources reviews the draft evaluations for all employees with a PROPOSED OVERALL RATING of "Exceptional", "Partially Meets Expectations", and "Does Not Meet Expectations" to ensure the evaluation includes objective documentation to support the rating. In some cases, HR may ask supervisors for clarification or may direct that the performance ratings change to be consistent with ANR Performance Standards.

Does UC ANR Human Resources impose a quota on the number of "Above Expectations" or "Exceptional" overall performance ratings?

No, UC ANR does not impose a quota or a forced distribution of ratings.

What are the criteria to receive an overall "Exceptional" performance rating?

First, the employee must have been in their current role during the entire 12-month review period. To achieve an Exceptional performance rating during the review period, an employee should be above expectations or higher on each performance element/job competency based on ANR Performance Standards. If the employee supervises others, performance as a people manager is also expected to be exceptional. The employee's work should consistently exceed quality, quantity, and timing for performance goals established by the employee and supervisor during the review period. The individual is a role model for others in ANR. Finally, in addition to exceeding performance goals, the employee is expected to have made a significant, transformational impact: the workgroup, unit, or program is fundamentally better as a result of the employee's contributions. Another factor that could merit an exceptional rating would be if the employee overcame significant obstacles during review period.

It would be unusual for an individual to receive an Exceptional overall rating each year. The rating should reflect special contributions during the past year.

What can an employee do if they disagree with their performance rating?

We recommend that an employee first meet with their supervisor and ask for clarification. The employee should be provided with examples of the differences between expected and actual performance. It's important for employees to work with their manager on a development plan to improve performance. Employee and Labor Relations is available if additional support is needed by the employee or the supervisor.

What is the final deadline for the performance evaluation process?

The deadline for supervisors to submit the final ePerformance evaluations is **May 6, 2020**. Human Resources will enable the ePerformance evaluations to be shared with employees on June 9, 2020. The final step in the process is for the employee to acknowledge receipt.

Who do I contact if I have questions about the performance evaluation process?

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