**University** *of* **California**
**Agriculture and Natural Resources**

**2022-23 Staff Performance Evaluation Guidelines & FAQ**

## 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 gives employees the chance to ask questions about individual and organizational goals, and to explore opportunities to improve job skills and pursue professional development.

## Online Employee Evaluation System

Our online employee evaluation system, ePerformance, provides an electronic process for completing staff evaluations. The ePerformance system is a streamlined system and process which is easily accessed by both the employee and the supervisor.

## Zoom information sessions for staff and supervisors

In March 2023, ANR Human Resources will host separate webinars for staff and supervisors. Please hold one of these dates/times on your calendar as applicable:

**Employee Role: March 8, Wed., 1:30-2:30 pm**          **Supervisor Role: March 21, Tues., 2-3 pm**

If you are a supervisor, you only need to participate in a supervisor session. Zoom information for the sessions will be available from the Program Support Unit in advance.

## Performance Evaluation Tools

The following forms and resources are available:
http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Performance_Management/

- ANR Performance Standards
- 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 Human Resources at humanresources@ucanr.edu or Ian Smith at ijsmith@ucanr.edu.  If you have system related questions, please contact Patricia Glass at pglass@ucanr.edu.

# Timeline for 2023 Evaluation Process

**March 8 – April 2**
> ➤ **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.

**April 3 – May 8**
> ➤ **Supervisor meets with employee to review the ePerformance self-evaluation (not yet providing feedback – this comes later)**
> ➤ **Supervisor completes and submits the manager evaluation**
> ➤ **The ePerformance evaluation automatically routes to second level approver**

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. It is strongly recommended that supervisors meet with employees to review the self-evaluation prior to completing the draft.

After completing the manager evaluation fields, the evaluation will move forward to the second-level supervisor to approve the proposed overall rating.

**May 8**
> ➤ **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 9 – June 2**
> ➤ **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 3 – June 15**
> ➤ **HR confirms the final evaluations in ePerformance and shares with supervisors.**

After the calibration review is complete, HR will release the ePerformance evaluations to supervisors to then share with employees. HR will communicate the outcome of the calibration review to the unit directors/department heads by **June 16, 2023.**

**June 16 – June 30**

> ➤ **Supervisors and employees meet, discuss, finalize and sign off.**

Supervisors share evaluation with employee(s) and set up a time to meet and discuss. Both the employee and supervisor then sign off and finalize the evaluations.

## Frequently Asked Questions

### What period of time does the performance evaluation cover?
The annual review period is **April 1, 2022 - March 31, 2023**.

### Should we consider the impact of the COVID-19 pandemic when review performance forthe last year?
Yes, it's appropriate for employees and supervisors to acknowledge the negative impact of working from home, increased family care responsibilities, remote communications, etc., when reviewing accomplishments during the last year, and in setting goals for the coming year. Supervisors are encouraged to ask their staff if they are encountering obstacles to getting their work done, and to explore potential solutions together.

### I am an ANR employee, but I am based at the Office of the President. Do I follow ANR'stimeline 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, 2022.

An annual evaluation is <u>not</u> required for probationary employees who have <u>not</u> attained "regular" career status as of March 31, 2022. 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 WorkCenter on your UC Path Dashboard. http://ucpath.ucanr.edu/

### Whom should I contact if I cannot access UC Path ePerformance?
Please contact Patricia Glass at pglass@ucanr.edu.

### I am assigned to complete an evaluation in ePerformance, but I am not the supervisor. What do I do?
Please submit a ticket through the Zendesk ticketing system: humanresources@ucanr.edu and cc pglass@ucanr.edu. If the supervisor update is permanent, a Data Change Request form (https://wfa.ucanr.edu) will need to be processed.

### 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.

### 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, 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.

### When are the proposed overall ratings due to Human Resources?

The deadline to submit the proposed overall ratings is May 8, 2023.

### 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 "share" the ePerformance evaluations with the employees. In late May, Human Resources will send an announcement to all supervisors informing them when this will take place.

### 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/.

### 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 ensure 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 manager 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.

### What is the final deadline for the performance evaluation process?

The deadline for supervisors to submit the final ePerformance evaluations is **May 8, 2023**. Human Resources will release the ePerformance evaluations to the supervisors on **June 16, 2023**. This will complete the process.

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

If you have questions regarding the evaluation process, please contact humanresources@ucanr.edu or Ian Smith at ijsmith@ucanr.edu. For system related inquiries please contact Patricia Glass at pglass@ucanr.edu.