UCPath ePerformance

Annual Staff Performance Appraisal Process (2024)
Supervisor Focus

Presented by ANR Human Resources
March 2024

| UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Expected Outcomes of Today's Session

1) Learn how to access and use the ePerformance (web-based) system

2) Obtain the information, tools, and resources you need to make the
     Performance Evaluation process meaningful and productive.

Zoom Information sessions:

Employee Role: Wednesday, March 6, | 1-2pm

Supervisor Role: Tuesday, March 20, | 1-2pm

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Agenda

1. Overview - Annual Staff Performance Evaluation Process

2. Roles and Responsibilities

3. Annual Evaluation Timeline

4. Practical Tips for Supervisors and Employees

5. UCPath ePerformance System

6. Employee Process

7. Supervisor Process

8. Resources

Helpful resources are available on the Supervisor Resources>Performance Management web page.

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

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Overview of the Annual Staff Performance Evaluation Process

- Why do we prepare performance evaluations?
    - Required and appropriate

- What period is under review?
    - April 1, 2023 through March 31, 2024

- When does the process take place?
    - Annual review process runs from March 6, 2024 through June 30, 2024

- Where do we complete the review process?
    - Web-based ePerformance System

- Who will be evaluated?
    - All non-represented and represented career and contract staff employees

        (only contract employees appointed 6 months +)

This process does not apply to the following:

Academics	Limited Term Employees (optional) Separating/Retiring (optional)
Student Employees	Per Diem Employees
Rehired Retirees (optional)	Contract Employees (*less than 6 month appt.*)
Temp Employment Service	Employees hired on or after to Sep. 30, 2023 (mid pt. review will suffice for probationary employees)

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Roles and Responsibilities

Manager's Role

- **Set** goals and expectations
- **Give** employees the insight needed to achieve key outcomes
- **Hold** employees accountable
- **Enable** meaningful performance conversations
- **Support** employees' development plans

Employee's Role

- **Understand** what performance management means
- **Participate** actively in the ongoing process
- **Discuss** performance expectations
- **Own** their performance and career development
- **Ask** for performance feedback

Human Resources

- **Act** as an objective 3rd party
- **Support** managers and employees in understanding performance management and differentiated pay for relative performance
- **Provide** tools, training, and coaching.

Annual Evaluation Timeline

Mar 6-Apr 2	• Employee completes the ePerformance self-evaluation
April 3 -May 10	• Supervisor meets with employee to review the ePerformance self-evaluation • Supervisor completes the manager evaluation fields • **Supervisor routes ePerformance evaluation to second level approver** • **Second level approver reviews and approves evaluation**
May 10	• **Deadline for ePerformance evaluations with proposed overall ratings**
May 11 -June 3	• Calibration committee reviews proposed ratings for consistency and confirms final ratings
By June 16	• HR communicates to unit directors/ dept. heads that calibration is complete • HR approves the final evaluations in ePerformance
By June 30	• Supervisors share final results with employees • Employees acknowledge receipt

Practical Tips for Supervisors

- Review and share the Guidelines and FAQs with your staff and supervisors

- Confirm with your staff that they are able to log into UCPath

- Confirm that your direct reports are listed in your UCPath Online Dashboard

- When you receive an email notification that a performance document has been created for your employee check in with them to ensure they received their notice. Remind them of their deadline to complete their self-evaluation.

- Plan to meet with the employee when you receive notification that they have completed their self-evaluation for clarification purposes

  - Performance and ratings are not discussed at this stage. It is merely to obtain clarification on any items you want to address. This is not required, but encouraged.

- As you prepare to draft the evaluation for your staff, review previous performance appraisals, including-

  - Expectations and Goals
  - Opportunities for improvement and training plans

- Refer to ANR Performance Standards when rating core competencies

- Identify key organizational and unit goals in Strategic Plans, work plans, your PR, etc.

  - Ensure your employees are aware of how they support your mission and the division as a whole.

- Plan to provide feedback when you get to the final stage. Discuss evaluation and future direction/ goals.

University *of* California
Agriculture and Natural Resources

ANR Performance Standards					
Competency	**Exceptional**	**Exceeds Expectations**	**Meets Expectations**	**Partially Meets Expectations**	**Improvement Needed**
Communication	Is an excellent communicator, both verbally and in writing	Is a strong communicator, both verbally and in writing	Consistently uses clear and appropriate language, both verbally and in writing. Readily shares work-related information.	Sometimes unclear in verbal or written communication	Verbal and/or written communications often are unclear or inaccurate
Diversity and Inclusion	Appropriately encourages and incorporates diverse points of view for enhanced results Actively seeks opportunities to incorporate diversity of ideas into projects and processes	Promotes inclusivity of diverse opinions/ideas among colleagues Promotes equity and inclusion by actively seeking ideas and insights from diverse groups	Values differences and applies others' perspectives to get results Sensitive to cultural norms, expectations, and ways of communicating Uses inclusive and non-offensive language and behaviors	Inconsistently involves a diversity of people and ideas in making decisions Discourages different points of view Expects everyone to adapt to their way of thinking and communicating	Does not value, encourage, or adapt to different perspectives Lacks sensitivity of other cultural norms or ways of communicating Uses language and behavior that is exclusionary or offensive
Employee Engagement	Is a model employee in exhibiting behaviors of mutual respect, cooperation, professionalism and fairness. Actively promotes a positive work environment.	Is proactive in demonstrating high standards of mutual respect, cooperation, professionalism and fairness.	Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity and respect.	Occasionally exhibits behaviors of mutual respect, cooperation, professionalism, and/or fairness in interacting with others	Exhibits behaviors of disrespect and/or a lack of professionalism and fairness.

Calibration Review

- Second-level supervisors and Unit Heads are expected to promote consistent ratings based on ANR Performance Standards

- HR reviews appraisals for employees with a PROPOSED OVERALL RATING of "Exceptional", "Does Not Meet" or "Partially Meets Expectations"
  - In some cases, HR may ask supervisors for clarification and direct that performance ratings change to be consistent with division-wide standards

Exceptional Performance

Baseline

Compliant with UC policy in performance of job duties. Up-to-date on mandatory trainings.

Not subject to a disciplinary action during review period.

Job Competencies

Above expectations or higher on each performance element/job competency based on Performance Standards.

If the employee supervises others, this includes performance as a people manager.

Achievement of Goals

Work consistently exceeds quality, quanity, and timing for performance goals established by the employee and supervisor during the review period.

Transformative

In addition to exceeding performance goals, the organization is fundamentally better as a result of the employee's contributions.

Or, the employee overcame significant obstacles during review period.

The individual is a role model for others in ANR.

In current role during the entire review period

Practical Tips for Employees

- Keep an eye out for an email notification that your performance document has been created
  - Follow up with supervisor so he/ she knows that you are now working on your self-evaluation
- Review goals and expectations in your previous performance appraisal
- Look back over your notes, emails, to do lists, meetings you held or attended
- Think about how your role fits into the bigger picture (relate individual work to unit goals)
- Describe how you make a difference
- Review ANR Performance Standards
- Review training sites for professional development opportunities (UC Learning Center, LinkedIn learning)
- Keep your self assessment brief and use bullet points
- Think about how you receive feedback
  - Listen to understand
  - Consider requesting time to follow-up and develop a plan

UCPath ePerformance System Supervisor's Role

Confirming *Reports To* Info in UCPath

Supervisors, log in: UCPath.universityofcalifornia.edu

For more info about your direct reports, go to: Manager Actions > View Employee Information

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Correcting *Reports To* Info in UCPath

- If the "Reports To" is incorrect, submit a Data Changes Request form at wfa.ucanr.edu. (Issues? Email support@ucanr.edu)

- If several employees under same supervisor are affected, attach a spreadsheet. Complete the form for one employee and in the justification, explain the attachment.

- If the previous supervisor is no longer at UCANR, do not list them in the form; just note it in the justification section.

- Open a Zendesk ticket (humanresources@ucanr.edu) with the Task ID number and in the subject line, note that it is a Supervisor Change (cc pglass@ucanr.edu).

- Effective Date is the current date.

- If the manager will be out on an extended leave.

Employee Annual Performance Notification

Access by email link above or go directly to UCPath.

Accessing Directly in UCPath Online

1 🔄 🔒 ucpath.universityofcalifornia.edu

2. Click on **Performance WorkCenter**

This will open a new tab

Bobbie Aggie

Primary Title:
BLANK AST 3

Employee ID:
10211111

Service Date:
08/06/2018

Dashboard

Bookmarks

Employee Actions   >

Performance Workcenter   **2**

Recruiting Workcenter

Forms Library   >

Quicklinks   >

Help / FAQ   >

Performance WorkCenter   ⚙   «

Performance Management   🔄   ⚙▾

📁 **Employee Self Service**
- 📄 My Current Performance Docs
- 📄 My Historical Performance Docs
- 📄 Others Pending Perf Evaln Reqs
- 📄 Others Current Perform Evaltns
- 📄 Others Perform Historic Evalns
- 📄 Employees Performance Notes
- 📄 My Current Development Docs
- 📄 My Historical Development Docs
- 📄 Others Pend Dev Evaln Requests
- 📄 Others Cur Evaln for Deve Docs
- 📄 Others Historical Develop Docs

📁 **Manager Self Service**
- 📄 Teams Current Performance Docs
- 📄 Team Historic Performance Docs
- 📄 View-Only Performance Document
- 📄 Transfer Performance Documents
- 📄 Teams Current Development Docs
- 📄 Team Historic Development Docs
- 📄 View-Only Teams Develop Docs
- 📄 Approve Perform/Develop Docs
- 📄 Transfer Development Documents
- 📄 View Approval Workflow Status
- 📄 Maintain Teams Performce Notes

PeopleSoft ePerformance is a self-service evaluation management application for managers and employees. You can use ePerformance as a tool for planning, collaboration, communication, assessment, and monitoring evaluations for multiple purposes like performance, Probationary, Incentives and development document evaluations.

ePerformance supports the entire planning and evaluation process, from planning and aligning employee performance, Probationary, Incentives and development document, through assessing and rewarding employee performance results within the right behaviors. ePerformance provides you with the flexibility to establish evaluations for different purposes by setting up document templates that define evaluation processes and With this application, you can:

• Define evaluation criteria.

• Introduce mid-period checkpoints to track employee progress.

• Manage multiple participants.

• Enter evaluation data, including notes, ratings, weights, and comments.

• Consolidate feedback from multiple sources into the manager/mentor's evaluation.

• Submit the manager/mentor evaluation for review and approval.

• Perform administrative tasks, such as transferring deleting documents.

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Accessing Directly in UCPath Online

1. Navigate to ucpath.universityofcalifornia.edu

2. Click on Performance WorkCenter

3. Employees: Click on **My Current Performance Docs**

Employee's Summary of Accomplishments

Core Competencies

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

⊟↓ Long Format | 🔲 Calculate All Ratings

| Accomplishments | Core Competencies | Leadership Skills | Highlights | Overall Rating | Comments |

▼ Section 2 - Core Competencies

⊙ Expand | ⊙ Collapse

▼ **Communication**

Description : Shares and receives information using clear oral, written and interpersonal communication skills.

○ 1 Does Not Meet Expectations ○ 2 Partially Meets Expectations ○ 3 Meets Expectations ○ 4 Exceeds Expectations ○ 5 Exceptional Performance ○ 6 Not Applicable

Employee Rating   0.00 📋

Created By Template   03/06/2020 11:21AM

▼ **Diversity and Inclusion**

Description : Models and promotes the University of California Principles of Community and complies with UC policies on Diversity and Non Discrimination.

○ 1 Does Not Meet Expectations ○ 2 Partially Meets Expectations ○ 3 Meets Expectations ○ 4 Exceeds Expectations ○ 5 Exceptional Performance ○ 6 Not Applicable

Employee Rating   0.00 📋

Created By Template   03/06/2020 11:21AM

▼ **Employee Engagement**

Description : Demonstrates commitment to the job, colleagues, the University and its mission by acting in ways that further the accomplishment of its goals.

Core Competencies

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

📝 Long Format | 🧮 Calculate All Ratings

| Accomplishments | Core Competencies | **Leadership Skills** | Highlights | Overall Rating | Comments |

▼ Section 3 - People Management

⊙ Expand | ⊙ Collapse

▼ Resource Management

Description : *Required for Supervisors Only* Demonstrates integrity, accountability and efficient stewardship of university resources in a manner consistent with the UC Standards of Ethical conduct and other policies.

○ 1 Does Not Meet Expectations ○ 2 Partially Meets Expectations ○ 3 Meets Expectations ○ 4 Exceeds Expectations ○ 5 Exceptional Performance ○ 6 Not Applicable

Employee Rating   0.00 📝

Created By Template   03/06/2020 11:21AM

▼ People Management

Description : *Required for Supervisors Only* Leads and engages people to maximize organizational and individual performance through alignment with the University mission and attainment of strategic and operational goals.

○ 1 Does Not Meet Expectations ○ 2 Partially Meets Expectations ○ 3 Meets Expectations ○ 4 Exceeds Expectations ○ 5 Exceptional Performance ○ 6 Not Applicable

Employee Rating   0.00 📝

Created By Template   03/06/2020 11:21AM

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Highlights

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

📄 Long Format | 🖩 Calculate All Ratings

Accomplishments	Core Competencies	Leadership Skills	**Highlights**	Overall Rating	Comments
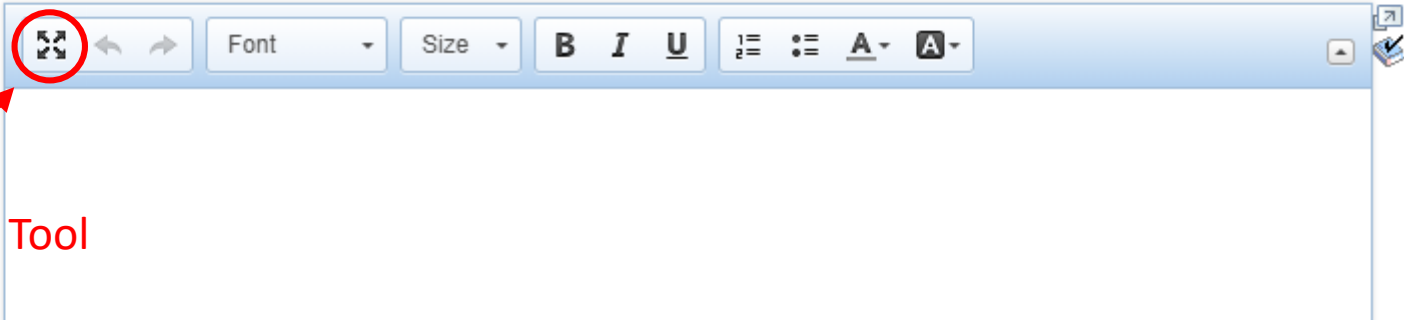
▼ Section 4 - Strengths

⊙ Expand | ⊙ Collapse

▼ **Strengths**

Description : Summarize the employee's key strengths, describe two or three core competencies that represent particular strengths.

Employee Comments

Expansion Tool
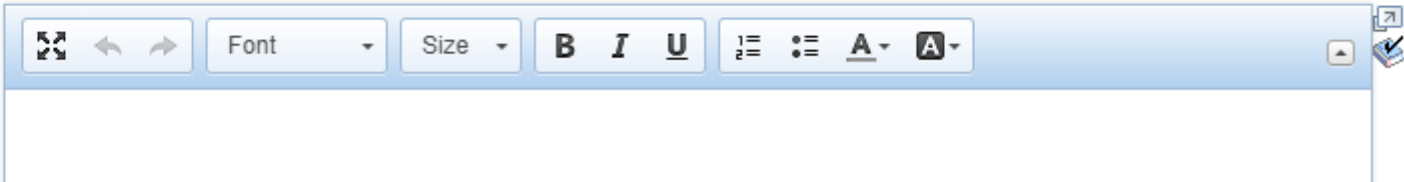
Created By Template   03/06/2020 11:21AM

▼ **Areas for Development**

Description : Highlight one or two areas for further development.

Employee Comments

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Overall Summary

Return to Current Documents | Save | Complete

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Print | Notify

Long Format | Calculate All Ratings

| Accomplishments | Core Competencies | Leadership Skills | Highlights | Overall Rating | Comments |

▼ Section 5 - Overall Summary

○ 1 Does Not Meet Expectations ○ 2 Partially Meets Expectations ○ 3 Meets Expectations ○ 4 Exceeds Expectations ○ 5 Exceptional Performance ○ 6 Not Applicable

Employee Rating   0.00

Employee Comments

Long Format | Calculate All Ratings

| Accomplishments | Core Competencies | Leadership Skills | Highlights | Overall Rating | Comments |

▼ Section 6 - Employee Comments

Employee Comments

Font ▾   Size ▾   **B** *I* U   ☰ ☰   A ▾ A ▾

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Best Practices

- Save the document throughout so you don't lose your work

- Work in a Word document first and copy and paste your text boxes

  - Accomplishments

  - Strengths

  - Areas of Improvement

  - Summary

- Mandatory items: system requires radio button completion, but finishing the text boxes is just as important

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Confirmation and Document Completed

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Who Can View or Approve Evaluations?

- There are two levels of approval in ePerformance: the employee's supervisor who is providing their evaluation and the next level up, who is generally the supervisor's supervisor.

- Supervisors can view evaluations for staff of any supervisors who report to them.

- HR Employee & Labor Relations & Management

- Supervisors can request input from another "participant" (i.e. secondary supervisor); however, the participant cannot view the employee's evaluation or what the primary supervisor has written
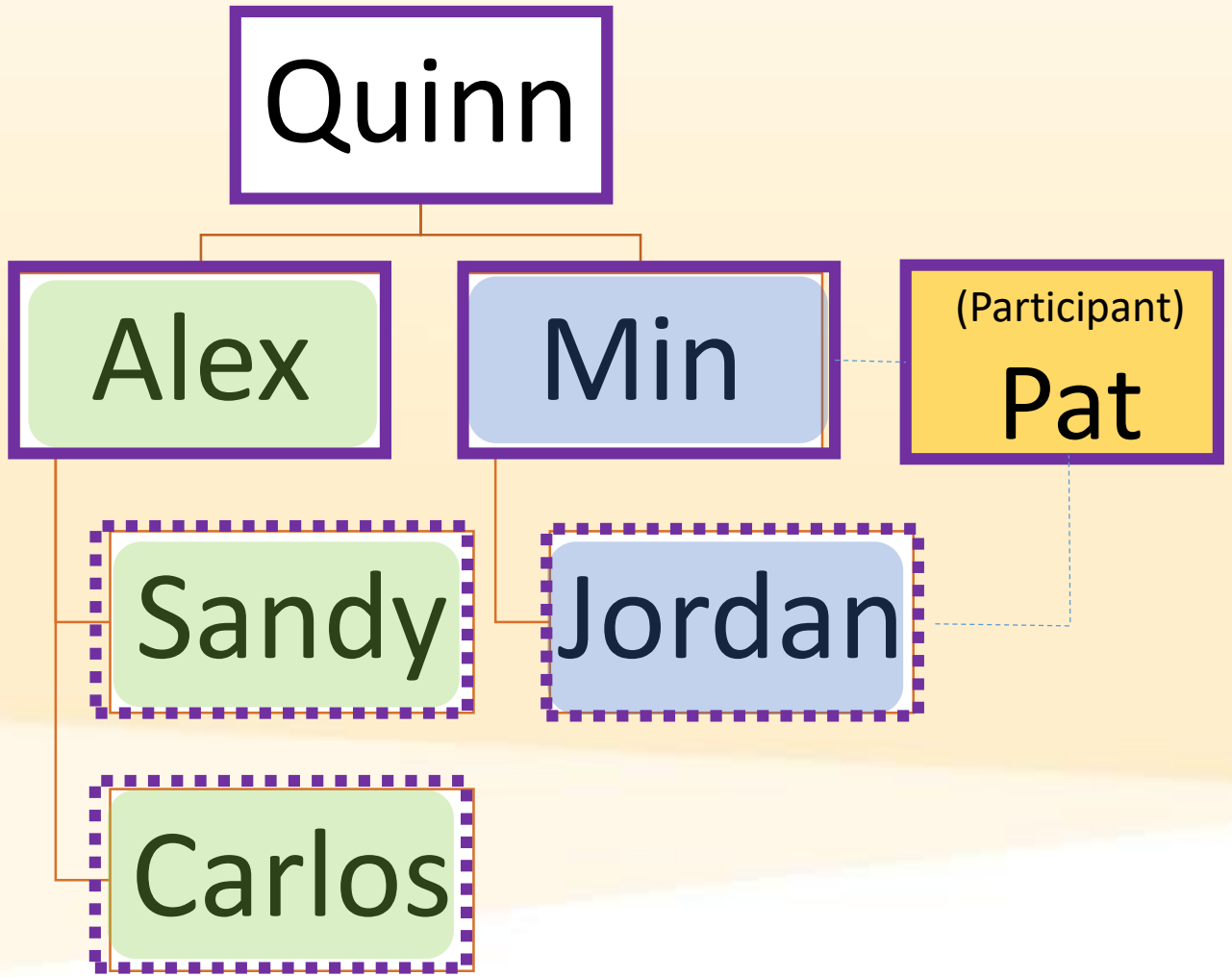
UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Employee Annual Performance Notification

Subject: ANR Annual Performance Docs Document has Been Created

This automatic notification is to alert you that the HR Department has created ANR Annual Performance Docs document for the period beginning 04/01/2021 and ending 03/31/2022.

ANR Annual Performance Docs documents were successfully created for the following employees:

You may select this link to access the documents for your team:
https://ucpath.universityofcalifornia.edu/peoplesoft-native/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_CURRENT_MY_PRF.GBL

(Please do not respond to this automatic notification.)

Access by email link above or go directly to UCPath.

Supervisor Notification

Subject: [REDACTED] has completed self evaluation ANR Annual Performance Docs

[REDACTED] has completed the self-evaluation ANR Annual Performance Docs for the period ending 03/31/2020.

Please click the link below to access the document https://ucpath.universityofcalifornia.edu/peoplesoft-native/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?
EP_APPRAISAL_ID=28443&EP_REVIEWER_ID=10205527&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EMPDOC-COMPLETE

(Please do not respond to this automatic notification.)

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Supervisor Access Directly in UCPath Online

1. Navigate to ucpath.universityofcalifornia.edu

2. Click on Performance WorkCenter

3. Employees: Click on My Current Performance Docs

4. Supervisors: Click on **Teams Current Performance Docs**

Supervisor View of Performance WorkCenter

Viewing Employee Self-Evaluation

Complete your assessment of the employee's accomplishments in this long-text field.

Core Competencies

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Long Format | **Calculate All Ratings** | **Cancel Evaluation**

| Accomplishments | **Core Competencies** | Leadership Skills | Highlights | Overall Rating | Comments |

▼ Section 2 - Core Competencies

Expand | **Collapse**

▼ Communication

Description : Shares and receives information using clear oral, written and interpersonal communication skills.

○ 1 Does Not Meet Expectations ○ 2 Partially Meets Expectations ○ 3 Meets Expectations ○ 4 Exceeds Expectations ○ 5 Exceptional Performance ○ 6 Not Applicable

Manager Rating   0.00

Employee Rating   3 Meets Expectations

Created By Template   03/03/2020 12:33PM

▼ Diversity and Inclusion

See definitions of the ANR Performance Standards
https://ucanr.edu/sites/ANRSPU/files/238148.pdf

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Highlights and Areas for Development

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

📑 Long Format | 🖩 Calculate All Ratings | ⊗ Cancel Evaluation

| Accomplishments | Core Competencies | Leadership Skills | **Highlights** | Overall Rating | Comments |

▼ Section 4 - Strengths

⊙ Expand | ⊙ Collapse

▼ **Strengths**

Description : Summarize the employee's key strengths, describe two or three core competencies that represent particular strengths.

Manager Comments

| ⤢ ↶ ↷ | Font ▾ | Size ▾ | **B** *I* U̲ | ⁞≡ ⦂≡ A▾ 🅰▾ | ▲ |

Employee Comments

Great communication, team player, completes tasks quickly.

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Enter Overall Rating

Long Format | Calculate All Ratings | (X) Cancel Evaluation

| Accomplishments | Core Competencies | Leadership Skills | Highlights | Overall Rating | Comments |

▼ Section 5 - Overall Summary

○ 1 Does Not Meet Expectations ○ 2 Partially Meets Expectations ○ 3 Meets Expectations ○ 4 Exceeds Expectations ○ 5 Exceptional Performance ○ 6 Not Applicable

Manager Rating 0.00 🖼

Employee Rating 3 Meets Expectations

Attachments

No Attachments have been added to this document

➕ Add Attachment

▼ **Audit History**

Created By Scott Leaf   03/03/2020 12:33:32PM
Last Modified By Mary Vlandis   03/03/2020 12:59:15PM

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Submit Evaluation to HR

Secondary and HR Approvals

- The supervisor submits evaluation to the Secondary Approver (the supervisor's supervisor) (in time for them to approve by 5/10)

- Secondary Approvers have ability to select "Approve" or "Deny" only

- When approved, evaluation routes to HR for calibration review

- Human Resources approves and releases evaluation to the supervisor

- The supervisor selects "share" evaluation with employee

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Supervisor Shares

Reviewing Supervisor Input

Reviewing Supervisor Input

The Rest of the Process

- The supervisor and employee meet to discuss the evaluation details

- The employee may enter final comments

- The employee selects "acknowledge" and the process is complete

Screenshots of the Rest of the Process

Employee Action

Return to Current Documents | Save | Acknowledge

Print | Notify | Export
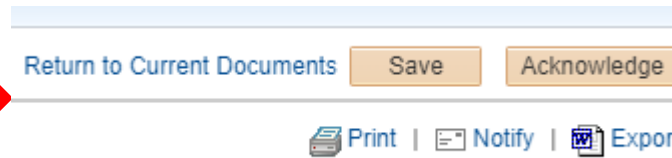
If Employee does not act, Supervisor Action

Home | Worklist | Performance Trace | Add to Favorites

Return to Current Documents | Save | Override Acknowledgement

Print | Notify | Export

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

ePerformance Workflow

Employee completes and submits Self-Evaluation → **Supervisor meets with employee to clarify self-evaluation (does not include supervisor assessment)** → **Supervisor completes manager portion of evaluation; submits to second level approver** → **Second level approver approves/denies evaluation and submits to HR** → **HR performs calibration review** →

HR releases complete evaluations to supervisors → **Supervisor shares and meets with employee to discuss evaluation** → **(Optional) Employee enters comments on last section.** → **Employee acknowledges**

Resources

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

Resources

Evaluation Guidelines and FAQs 2023_2.0

ANR Performance Standards

Performance Elements mapped to UC Core Competencies

Career Planning Tools

People Management Resources

SMART Goals Worksheet

    SMART Goals: Worksheet Example

    SMART Goals Examples

SMART Goals: A How to Guide

Additional Performance Management Resources at UCnet

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UC People Management Series

We encourage all supervisors who are responsible for completing a performance review take two online people management courses:

UC Performance Management: Setting Expectations and Individual Performance Goals

(DAC-HRUCPM02-PMC-DAAS; Estimated Duration: 1 hour)

UC Performance Management: Giving & Receiving Feedback

(DAC-HRUCPM03-PMC; Estimated Duration: 45 minutes)

Available on-demand through the UC Learning Center:
http://lms.ucdavis.edu

If you have completed these courses in the past, you may want to review again as a refresher.

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Questions?

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