Re: FY19 Performance Evaluations

Hello everyone:

The FY19 performance appraisal process applies to the following employment groups: Civil Service, AFSCME, Teamsters, and Academic P&A, including Post-Docs. Excluded from this process are faculty, graduate students, undergraduate students, and temp/casuals. The period of review is March 2018 – February 2019. New this year is SCSE’s use of the General Input Form. In previous years the use of this form was optional; this year we are asking that supervisors use the form to solicit feedback from those impacted by the employee’s work.

Attached are the following documents which are also available on the SCSE website located under the "Faculty and Staff Resources" tab, scroll down to, "Performance Appraisal Materials”, <https://scse.d.umn.edu/about/faculty-resources>:

1) A timeline for the evaluation process. April 8, 2019, is the deadline by which final evaluations are to be submitted to the College office. All other due dates are established by the supervisor.

2) The FY19 SCSE Performance Appraisal Form. You will evaluate a total of six factors. Two are required, “UMD Campus-Wide Strategic Plan Goal 2” and “Job Knowledge” and four other factors are agreed upon by the employee and supervisor. Customized factors can be used as well. You may recall that last year SCSE chose to remove "Attendance" as a rating factor. However, if attendance needs to be a conversation topic, you may use it as a customized factor.

3) Rating Guide.

4) General Input Form. This form is used to help supervisors collect information from those impacted by the employee’s work. At the top of the form, the supervisor should provide the employee’s name and title, and then list a minimum of 2 up to 4 areas of responsibility on which you are seeking feedback. Provide this form to a cross-section of at least four employees in your department or other areas in the College who interact with the employee. Individuals providing feedback will return the Input form directly to the supervisor. As noted on the form, the employee being appraised is entitled to review this information. Therefore, to maintain confidentiality, supervisors will redact the evaluator’s name prior to releasing the form, if asked, to the employee. Suggested topics for feedback include, but are not limited to: time management, organization, interpersonal communication, customer service, cooperation, conflict resolution, listening skills, written communication, learning new skills, goal setting, and creativity. See the timeline for more details.

5) Information on Errors in Performance Appraising.

Every individual factor must receive comment. If there is not a clear and detailed explanation to support the rating, the appraisal will be returned to the supervisor for review and resubmission. Employees receiving an overall rating of a “2” or “1” must have a performance improvement plan attached to the appraisal. Additionally, an overall rating of “5” should first be discussed with the Dean prior to providing the rating and meeting with the employee.

Recently an email from Leadership and Talent Management was sent out regarding performance management. That message contains information about goal setting, regular check-ins, evaluating performance, and resources for supervisors. It also includes information about a February 27 webinar from noon-1:00 p.m., “**Performance Management Reality Check”, and a registration link. For more details,** the Leadership and Talent Management message is at: <https://mail.google.com/mail/u/0/#search/webinar/WhctKJVJgrSmQwQgVhVgKcJbSCgXGhmTjcdgTGwHmbpBblGSmtMnJxZNBTBfQbRqrKDxHtb>

Additionally, the following training opportunities are available at UMD:

Thursday, February 28, 2019, 9:00 AM - 10:00 AM

Kirby Student Center - Garden Room

Facilitator: Jacinta Roth

Monday, March 4, 2019, 3:00 PM - 4:00 PM

Kirby Student Center - Garden Room

Facilitator: Lindsey Klegstad

Thursday, March 7, 2019, 9:00 AM - 10:00 AM

Kirby Student Center - Griggs Center

Facilitator: Kayleigh Booker

You can register to attend one of these Talent Management: Performance Appraisal Process sessions via the Training Hub.

If you would like to meet to discuss the process, please contact me.

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