



**University SHRA Employee  
Annual Performance Appraisal Program**

**SHRA Off- Cycle Performance Review**

## INSTRUCTIONS FOR COMPLETING THIS APPRAISAL DOCUMENT:

**Part 1: PERFORMANCE PLAN.** Performance plans must be issued annually between April 1 and March 31. The plan defines how well the employee needs to perform job duties in order to meet business needs. It also includes targeted individual goals for the employee.

**Part 2: INSTITUTIONAL GOALS.** These are University system-wide performance standards for all SHRA positions that provide the supervisor and employee a way to discuss performance expectations. Each job duty has performance expectations that are described in the institutional goals (for example, level of accuracy, quality of analysis, efficiency of process management, the impact of absenteeism, how interactions with others affect the work produced, adherence to policy and procedure, etc.). Each institutional goal is weighted no less than 5% of the final overall rating. The total for the institutional goals must equal 50% of the final overall rating.

**Part 3: INDIVIDUAL GOALS.** The supervisor defines 3-5 individual goals for each employee each cycle. These are not intended to cover all aspects of employee work product (institutional goals do that). The focus is on key results/outcomes/ deliverables, not steps in the process. Types of individual goals include: Division-Wide Goals that are often tied to University strategic goals or initiatives; Work-Unit / Job-Class Goals that improve/sustain work product or related team dynamics; and Employee-Specific Goals that may emphasize key aspects of employee essential job duties or provide “stretch goals” that broaden or deepen an employee’s skillset or work product. Each institutional goal is weighted no less than 5% of the final overall rating. The total for the individual goals must equal 50% of the final overall rating.

**Part 4: TALENT DEVELOPMENT PLAN.** The University recommends that each employee have at least one talent development goal each performance cycle. The supervisor determines with the employee the appropriate development goal(s) for the cycle. The supervisor is expected to set development goals to address performance deficiencies for employees who received any rating of Not Meeting Expectations on their last appraisal.

**Part 5: SIGNATURES FOR PERFORMANCE PLAN.** The second-level supervisor is expected to provide quality control to ensure that goals are being assigned appropriately, to ensure that performance expectations are consistent across employees, and to review the performance plan prior to issuance to employees.

**Part 6: OFF-CYCLE REVIEWS.** These are check-ins between supervisors and employees during the performance cycle that occur as often as necessary. There are several types of off-cycle reviews: Interim reviews are completed near the middle of the cycle (October). Probationary reviews are completed quarterly (recommended July, October, January, April). Transfer reviews are completed when a supervisor or employee transfers to another position. Employee-requested reviews can be completed anytime during the cycle. Supervisors may conduct additional off-cycle reviews as often as deemed necessary. The supervisor is expected to meet with the employee, review the employee’s progress on the institutional and individual goals on the performance plan, and provide the employee an opportunity to ask for any clarification of expectations. The supervisor documents the conversation (at least a paragraph summarizing the employee’s performance so far in the cycle) and both the supervisor and employee initial the review.

**Part 7: ANNUAL PERFORMANCE APPRAISAL.** Annual performance appraisals must be issued annually between April 1 and March 31. Use the three-point rating scale (Not Meeting, Meeting, or Exceeding Expectations) for each goal and for the final overall rating. Individual goals equal 50% of final rating and institutional goals equal 50% of final rating. Add up the scores for each rating (Rating x Weight = Score) to determine the overall score.

**Part 8: SUPERVISOR COMMENTS.** Any comments related to the individual and institutional goals as well as any overall comments. Comments should serve to justify ratings above and below the meeting expectations level.

**Part 9: SIGNATURES FOR PERFORMANCE APPRAISAL.** The second-level supervisor is expected to provide quality control to ensure that ratings are being assigned accurately and consistently across work units and across supervisors within the same organization before the document is issued to the employee. Once reviewed and signed by the manager/supervisor and next-level manager/ supervisor, the employee shall review, sign, and date the annual performance appraisal document. The employee’s signature confirms only that the employee has received the document.

**Part 10: APPEALS.** Employees may appeal a final overall rating of Not Meeting Expectations through the University SHRA Employee Grievance Policy.



## University SHRA Off Cycle Form

<b>ANNUAL PERFORMANCE APPRAISAL CYCLE</b> <i>(Dates From/To):</i>						
				to		
<b>Dept. Name:</b>			<b>Employee Name:</b>			
<b>Dept. #:</b>			<b>Employee ID:</b>	<b>Position #:</b>		
<b>Supervisor Name:</b>			<b>Employee Classification:</b>			
<b>Supervisor Title:</b>			<b>Competency Level:</b>			

<b>PART 6: OFF-CYCLE REVIEWS</b>	<i>(see instructions on page 2)</i>
Document all off-cycle reviews completed during the performance cycle.	

Date of Review	Interim	Probationary	Other	Supervisor Initials	Employee Initials
<b>Comments:</b>					

Date of Review	Interim	Probationary	Other	Supervisor Initials	Employee Initials
<b>Comments:</b>					

Date of Review	Interim	Probationary	Other	Supervisor Initials	Employee Initials
<b>Comments:</b>					