

HR CONTACTS MEETING

4/26/17

PERFORMANCE APPRAISAL REDISIGN PROJECT – JOANNA TOLBERT-WELLS

Results are now out – Entire presentation is on BLINK.

Policy Covered staff supervisors should try it on

New standards go into effect May 1, will be gathering comments: positive and negative

Idea Wave 2015 was the beginning of the process. They wanted to clarify process, so they put together several teams. Thought Leadership, Steering Committee, etc...

Wanted to deliver on seven issues – standardize.

MODEL:

Current state: seven models for evaluation

Future state: One model that is standard across campus

PERFORMANCE STANDARDS

- Current: 5 criteria
- Future state; Core Values

1. Customer Service – a customer is everyone (key performance indicators (see list))

If you evaluate someone based on customer service, you use him or her as a frame of reference for a conversation (not a checklist)

Supervisor gives rating based on performance indicators (see list) – outline what performance indicators the employee demonstrates

2. Principles of Community (and Diversity – tied together now) – state key performance indicators in your evaluation
3. Health and Safety – team decided it is still a key indicator – now ergonomics significant, neck injuries, back injuries, eye strain – we need to take precautions now – violence, emergency procedures – occupational health and safety needs to be front and center – unless you are championing health and safety, you will most likely get an average rating – champions might be taking extra initiative
4. Leadership, Management and Supervision – programs, projects and processes are being managed. Expands definition of supervisor. Someone who is charged with managing a program, project and a process. Definition of supervisor has been widely expanded. – Take ownership of being an agent of the university is #1 on the list. If you hire, promote, performance manage you are an agent. Employees belongs to the institution. Agents are liable for what they say and do. You are speaking on behalf of UC and UC San Diego. Supervisors, leaders, managers need to

know that they are agents and they are liable for what they say and do. High ethical standards, integrity. Current state of supervision: Five criteria, expanded to seven criteria for the future... Stewardship of resources: waste management, Program/project/project management. Communication. Building Relationships. Performance Management. Valuing Equity, Diversity and Inclusion.

RATINGS SCALE:

CURRENT: E A S I U

FUTURE STATE: no letter, no one word, it is a phrase (5-point scale) so you can have a meaningful conversation:

1. Outstanding achievement –exceeds expectations in at least 80% of all performance areas (this is for overall rating)
2. Achieved more than expected – at least 50% of all performance areas
3. Substantially achieved
4. partially achieved – inconsistent performance levels
5. Did not achieve – consistently fail

Going to do a lot of supervisory training in next 7 months – so supervisors know

ALL BASED ON SUBJECTIVITY BY SUPERVISORS – rating skills and knowledge

JUDE POOLE – ONLINE PERFORMANCE APPRAISAL

BULLET POINTS:

- JOBCARDS JD Version Id. (Document Number)
- New jdonline related person to job card mapping subsystem
- areas of responsibility (maybe just on) -> Functions
- Names (and lack of update thereof)
- Better wording on “share with employee” – button has HR review
- Minor improvement to text editing
- HR tools on individual eval visible by default
- DocuSign plans
- Transition/Overlap with new policy covered tool
- Questions
- Dalai Lama tickets at 10am

Career tracks job description areas of responsibility – one area of responsibility level

It will come thru in evaluation system as one function - career tracks job shouldn't change what person is doing

Old JD is broken out – so you could use that for now if it is confusing for supervisor

Use old one or have new one broken out

Share with employee button: HR review, then share with employee

Text editing

DocuSign – campus endorsed way – in the midst of the integration cycle now....must be reviewed prior to implementation

Policy covered tool – will look a little different, but will be created the same way