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Goals for Today’s Training

Acquire/Renew Understanding of:

1. Evaluation Process, Principles & Procedures

2. Evaluation Form & Manual
Improve/Facilitate Formal Communication

- Performance – Positive & Constructive
- Expectations
- Training and Development Opportunities
- Goals
## UCPEA Performance Evaluations: Timeline

### Evaluation Timeline (May 1 – April 30)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<td>March 1:</td>
<td>LR will issue notice to employees that they may be required to provide an Annual Report of Activity &amp; Achievement (Daily Digest)</td>
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<td>April 15:</td>
<td>Deadline for employees to submit Annual Report of Activity &amp; Achievement</td>
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<td>May 1:</td>
<td>Deadline for evaluation interview</td>
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<td>May 15:</td>
<td>Deadline for evaluations to be sent to HR</td>
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UCPEA Performance Evaluations: Materials

Preparing the Evaluation: Materials & Resources

☐ Performance Evaluation Manual

☐ Supervisory Files

☐ Annual Report of Activity and Achievement

☐ Performance Evaluation Form
Performance Evaluation Manual

- Available online @ Labor Relations webpage
  http://www.lr.uconn.edu

- Aimed at guiding supervisors and employees through the evaluation process
Annual Report of Activity and Achievement

- Description of what the employee has achieved during the year
- Not a large complex document
- As supervisor, you should discuss with your employees what format works best for you
Annual Report of Activity and Achievement

• Must give employees at least two weeks to complete; deadline is April 15

• Request can be made verbally, via email, or in writing

• Employees can submit this report for consideration without being asked
Guidelines for Completing Evaluations

• No Self Evaluations

• No mention of FMLA

• No mention of Worker’s Compensation

• No mention of other names (co-workers, etc.)

• No anonymous information

• Only one box per category should be checked off
PART I.

☑ Cover Sheet
☑ ID
☑ Evaluation Type
☑ Overall Rating
☑ Certification
Preparing the Performance Evaluation

PART II.

☑ Performance Criteria

☑ 6 Rating Categories

1. Knowledge/Problem Solving
2. Dependability/Productivity
3. Communication
4. Interpersonal/Teamwork
5. Leadership/Independent Action
6. Supervisory Skills
Preparing the Performance Evaluation

**Performance Evaluation Ratings**

- Outstanding
- Very Good
- Good
- In Needs of Improvement
- Unsatisfactory
Preparing the Performance Evaluation

OUTSTANDING

• Far exceeds requirements and standards of regular duties

• High initiative

• High quality of work
Preparing the Performance Evaluation

VERY GOOD

- Exceeds requirements and standards of regular job duties
- Employee regularly exceeds all position requirements
GOOD

• Meets the regular requirements of the position adequately and competently

*If performance is considered marginal, it should not be given a rating of good.
IN NEED OF IMPROVEMENT:

• Performance is marginal

• Deficiencies should be clearly identified

• Plans and a timeline should be outlined for correcting areas of sub standard performance

• Employees in this category should be cautioned about the consequences of continued sub standard performance
UNSATISFACTORY:

• Performance does not meet the requirements of the position

• Deficiencies should be clearly identified

• Plans and a timeline should be outlined for correcting areas of sub standard performance

• Supervisor should schedule a follow-up meeting within three months to review the employee’s progress
IN NEED OF IMPROVEMENT & UNSATISFACTORY

- Staff who receive an overall unsatisfactory rating do not receive salary increases (if applicable) and can be disciplined.

- It is particularly important that staff receiving an INI and/or UNSAT are counseled regarding their performance throughout the entire evaluation period.

- Supervisors must contact Labor Relations before meeting with employees whose evaluations result in an overall unsatisfactory rating.

- Staff receiving an overall unsatisfactory rating may grieve their evaluation.
Preparing the Performance Evaluation

Part III.

☑️ Performance summary
☑️ Areas of strength
☑️ Areas for improvements
☑️ Areas for development
## Part IV.

- ✓ Clear Statement of Goals
- ✓ Mutually Established
- ✓ Achievable
- ✓ Deadlines/Timelines

### Employee Performance Evaluation

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<th>Goal</th>
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<th>Performance Standard</th>
<th>Anticipated Deadline</th>
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Evaluation Interview:

- Normally occurs between April 15 and May 1

- Employee shall normally sign within seven calendar days from receipt for the purpose of indicating he/she has read the evaluation

- Supervisor may make adjustments to the evaluation following input from the employee at the evaluation interview

- Employees may write a rebuttal or response to the evaluation, which is the final documentation associated with the evaluation
Evaluation Interview

• Structure the interview

• Allow plenty of time for the interview

• Explain the reason behind your ratings

• Involve the employee in the goal setting process

• Actively listen to the employee’s feedback

• Pursue new information or suggestions the employee offers
Probationary Employees & Evaluations

• Probationary employees receive an evaluation around the middle of their probationary period (6 months) and again at the end of their probationary period, and then they begin the UCPEA annual cycle

• Probationary employee evaluations should be sent to Office of Faculty and Staff Labor Relations, UNIT 5075

• An annual evaluation should be completed for employees who may have just completed their probationary period
Evaluation Routing Procedure

• Copy of completed evaluation cover sheets are to be received by the Department’s Data Entry Representative no later than May 15.

• If you have questions about processing in the system, or don’t know who your data entry representative is – please contact Human Resources at 6-9302.

• The full original evaluation will be sent to the Office of Faculty and Staff Labor Relations, UNIT 5075 once all signatures are obtained, by May 15.
UCPEA Performance Evaluations: Process

Questions