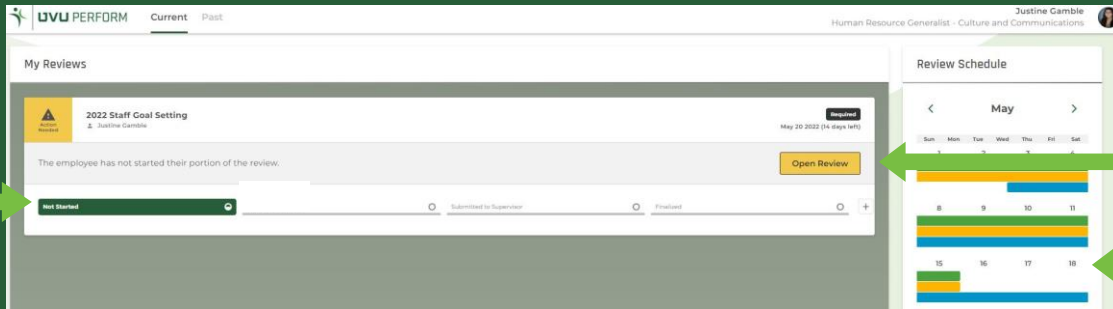


Ongoing Performance Evaluation Procedures for Staff Members

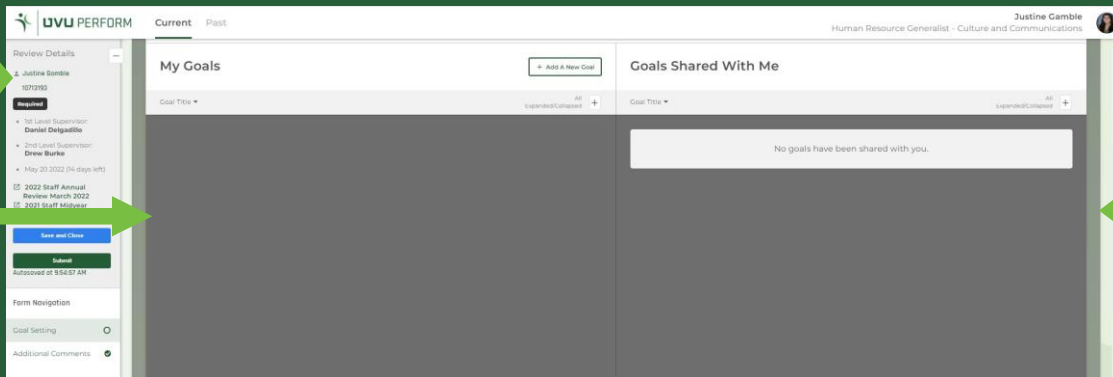
Staff Goal Setting.....	2
Staff Annual Review Core Competencies and Ratings	3
Staff Midyear Check-In Conversation Guide	5
Staff Annual Review Employee Guide	6
Staff Annual Review Supervisor Guide	7
Staff Annual Review Supervisor Tip Sheet	8

Staff Goal Setting



This will show you where you are in the process.

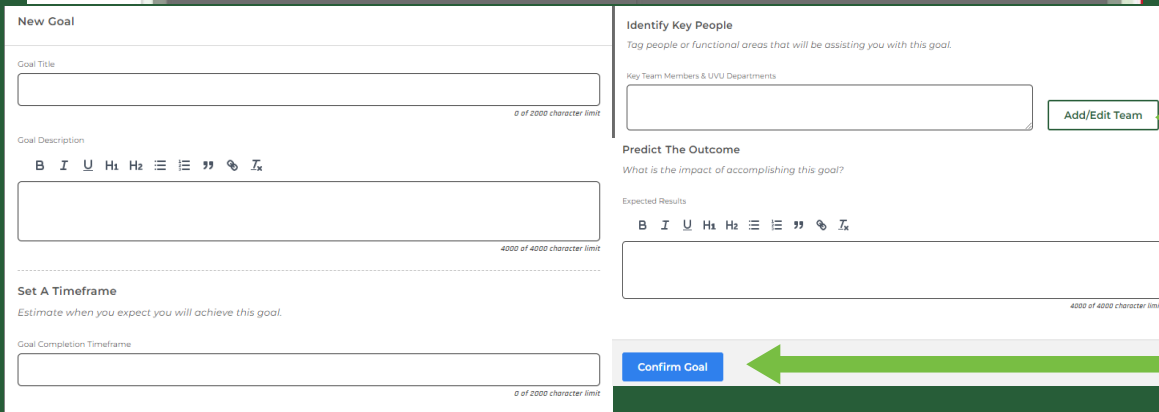
Click here to start the process.
The timeline for the process will be here.



View your information and past reviews here.

This section will house your goals, including ones you create and ones you copy over from your shared goals.

This section will house the goals that are shared with you. These must be copied over in order to be one of your "official" goals.



Once you click on "+Add New Goal" this form will pop up.

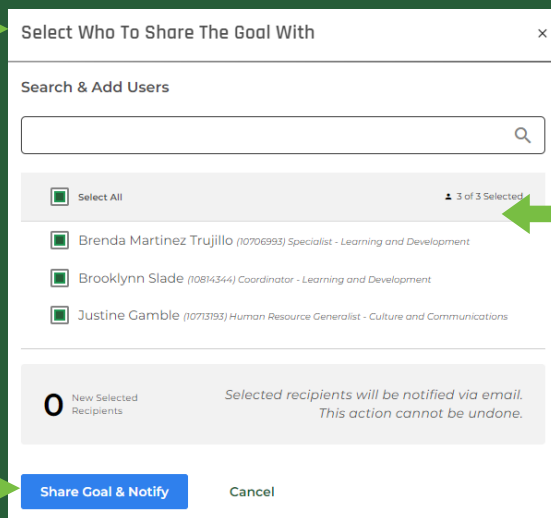
Click here to search for a person or department at UVU. This does not share the goal, but is for documenting purposes.

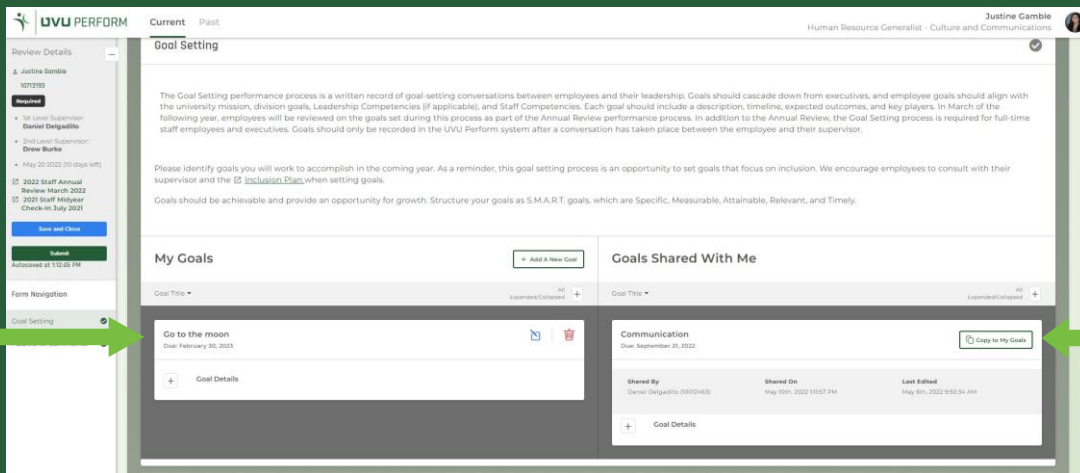
Click "Confirm Goal" to save the goal.

If you are a supervisor, after creating a goal you will see an option to share the goal in the system.

Once you have selected who to share it with. Clicking this button will share it in the system and send them an email.

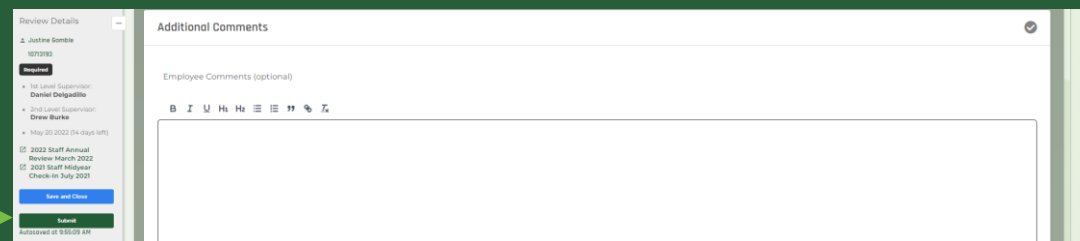
down a reporting line.





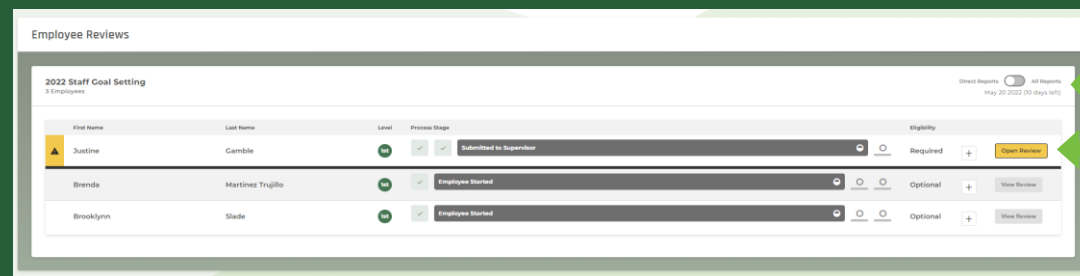
You can see that the goal you created is now in the My Goals section. You can edit or delete this at any time before submitting. Click on the + to expand details.

You can also see that a goal has been shared with you. You need to copy the goal over to My Goals for it to count. When you do this it will give you the option to edit and customize this goal.



Select "submit" when you are ready for it to be sent to your supervisor for approval.

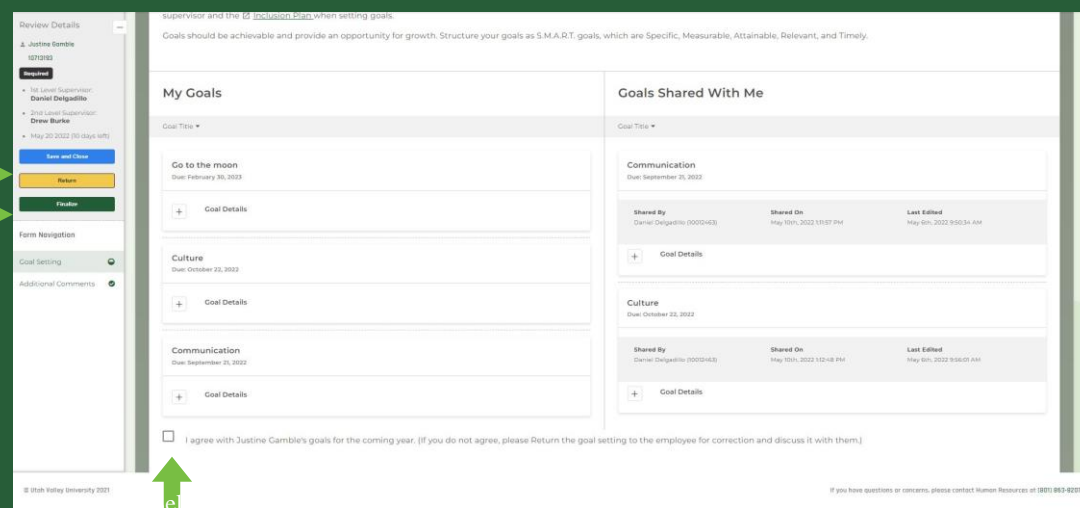
Add any final comments before submitting.



Supervisors will see a view of where each of their employees are in the process.

You can switch between Direct Reports and All Reports.

Click "Open Review" to approve the goals.



Select "Return" to send the review back to the employee to make edits. (This does not notify them)

Select "Finalize" to finalize the review. (No edits are permitted after the review has been finalized.)

changes are needed.

Staff Annual Review Core Competencies and Ratings

Staff Competencies

Creating Positive Experiences

The employee creates positive experiences by having a positive, uplifting attitude in their daily interactions. They provide great customer service internally and externally and express an attitude of gratitude. They do their part to work well with others and assume positive intent, even in challenging situations. Because of their demeanor, others are generally inclined to want to interact with them. They engage and contribute meaningfully, but they do not monopolize time in interactions. They are respectful of others' time and efforts. They display these behaviors consistently with individuals throughout the UVU community.

Promoting an Inclusive Culture

The employee promotes an inclusive culture by creating an environment that invites people to come as they are. They appreciate and actively work to include diversity in thought, appearance, ideology, or background. They are thoughtful and approachable regarding their own beliefs or perceptions. The employee maintains their own beliefs while showing respect and making a genuine effort to understand the views of others. They do not participate in any form of bullying, discrimination, or abusive conduct.

Taking Responsibility

Working closely with their supervisor, the employee honestly and accurately identifies what aspects of assignments and projects are within their sphere of control and holds themselves accountable for performing them well. The employee shows strong emotional intelligence by regularly reflecting on their own performance and behavior to identify what they are doing well and how they can improve. They communicate conclusions with their supervisor at the appropriate time and setting. When working on shared projects or assignments, the employee seeks to understand their role and also recognizes the responsibilities of teammates. They actively support their colleagues in completing their part to support the team's success.

Communicating Clearly and Candidly

The employee clearly conveys information, expectations, and ideas to individuals and groups in ways that produce effective collaboration and accountability. Their communication in all forms (written, verbal, and non-verbal; grammar, spelling, and organization) aims to support greater understanding for all involved in achieving the best resolution. The employee communicates in a way that is both candid and caring, while avoiding both submissiveness and callousness.

Maintaining Area Expertise

The employee seeks out opportunities to learn and progress to ensure that they are current in the knowledge and skills necessary for success with respect to their profession, their team, the university, and UVU students. They seek to apply new insights through specific technical skills, as well as general productive work habits, such as time management, goal setting, and project management. They navigate the shifting professional and university landscape with agility and seek out additional information when needed. The employee also proactively works to acquire knowledge from a variety of sources.

Delivering Results

The employee uses their expertise to deliver exceptional results that support the university’s mission, vision, and core values. They set ambitious and measurable goals that tie directly to university, division, and or/team goals and strategic objectives. They demonstrate productive work habits (time management, setting healthy boundaries, making timely decisions, etc.) that help them and their team to work effectively and efficiently. They display tactical, day-to-day competence in their job, and work to understand and incorporate the strategic purposes of their responsibilities.

Ratings

Did Not Meet Expectations

Employee performance consistently fell well below established standards and performance expectations. Fundamental skills and/or competencies were not demonstrated. Substantial improvement is required.

Met Some Expectations

Employee achieved expectations at times, but improvement is needed to better demonstrate competency and/or to perform more consistently. Continued development is desired.

Met Expectations

Employee consistently met established standards and performance expectations in the essential areas of responsibility. Demonstrated and applied an appropriate level of knowledge and skill.

Exceeded Expectations

Employee consistently demonstrated this competency at a high level. This employee was viewed as a role model and clearly stood out among peers relative to this competency.

Exemplary Performer

Reserved for work that is truly extraordinary across the board. It could have involved unique, one-time initiatives that required the mastery of different skills and a significant time commitment to skill building and completion of a project or event. This rating also indicates work that had a far-reaching influence in moving the team, department, and/or University Objectives ahead on a significant goal.

Staff Midyear Check-In Conversation Guide

Purpose

Conversations between leaders and their employees should happen regularly through-out the year. The purpose of the Midyear Check-In is to provide a recorded outcome of one of those conversations and offer support, resources, and if necessary, a readjustment of goals. This conversation is meant to build support and not be punitive or interrogative. The Midyear Check-In should be recorded in the UVUPM system only after this conversation has taken place between the supervisor and employee.

In addition to reviewing goals, we encourage you to use the Midyear Check-In to continually have conversations with your employees about their physical, mental, and emotional well-being.

For employees who completed an Annual Review, access your previous annual review [here](#). For employees who did not complete an annual review, a Midyear Check-In is optional.

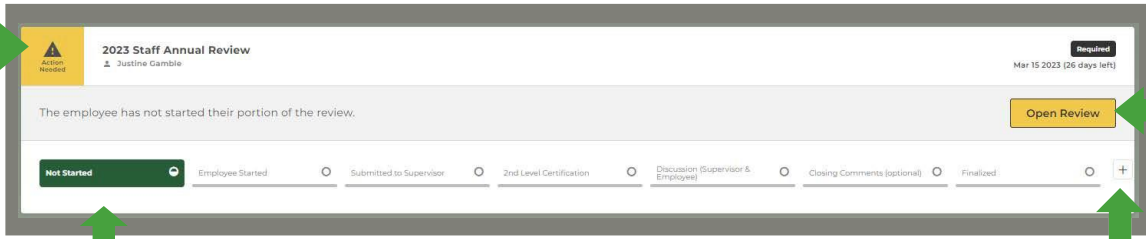
The following topics may be addressed during the Midyear Check-In conversation:

- Individual considerations that have impacted the anticipated outcome of the employee's goals
- External considerations that have impacted the anticipated outcome of the employee's goals
- If the employee is still on track to meet their goals If no:
- Any adjustments that may need to be made so the goals can be achieved this year
- Opportunities for contributions or support from the supervisor
- Adjustments to the timing of the goal
- Additional resources needed to accomplish the goal If yes:
- If the employee has already achieved their goal Any additional goals that may be added
- Adding additional aspects to existing goals
- Opportunities for contributions or support from the supervisor

Staff Annual Review Employee Guide

Start your review by clicking on the “Open Review” button.

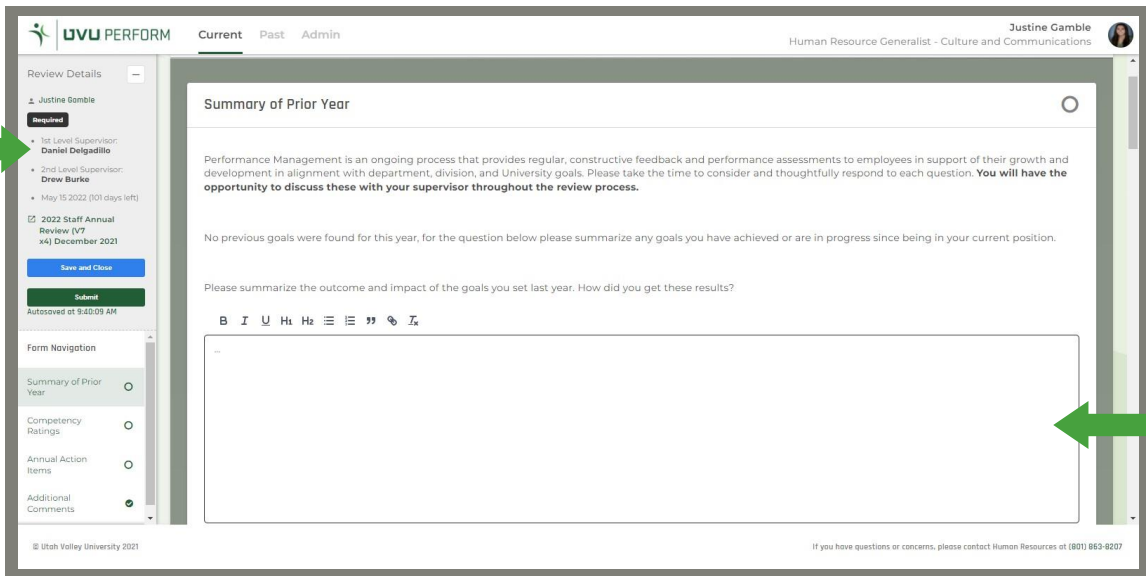
Any open review will be indicated by the yellow “Action Needed” button.



The green box indicates which phase your review is currently in.

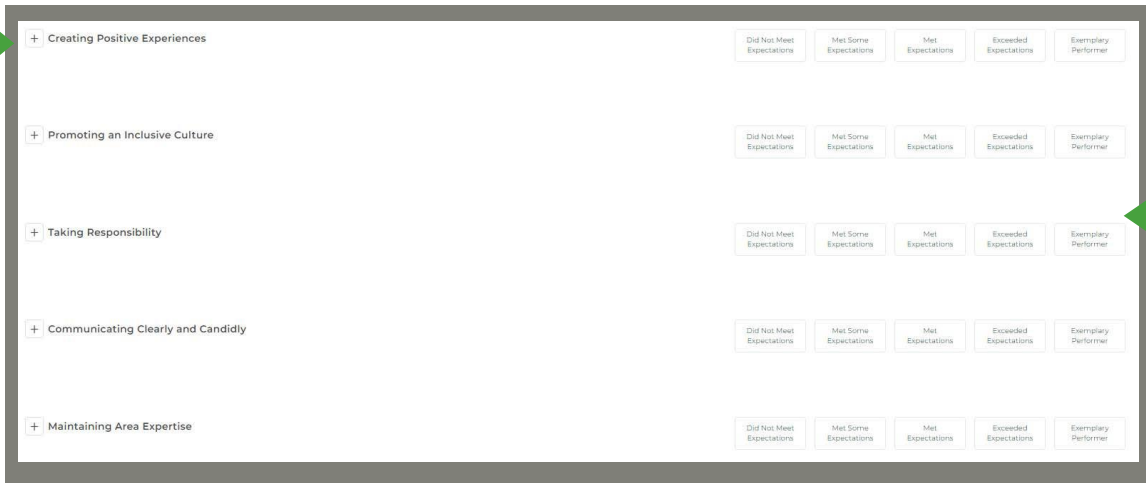
Click on the “+” button to see descriptions of each phase.

Make sure your first and second-level supervisors are listed correctly.



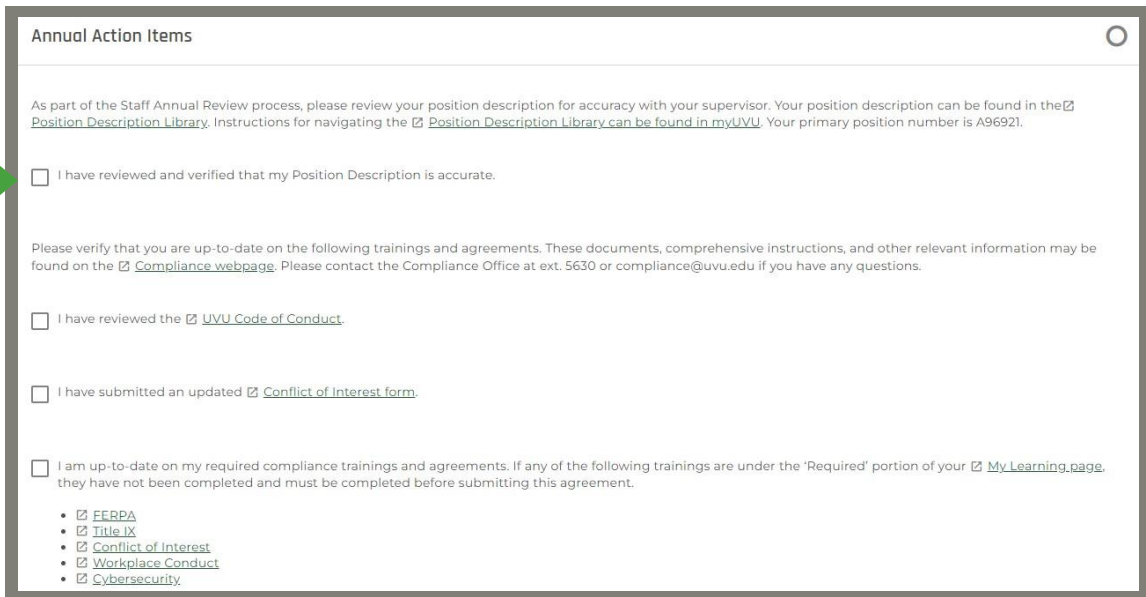
Fill out your Summary of the Prior Year by following the prompts.

Read the descriptions of the competencies by clicking the “+” button.



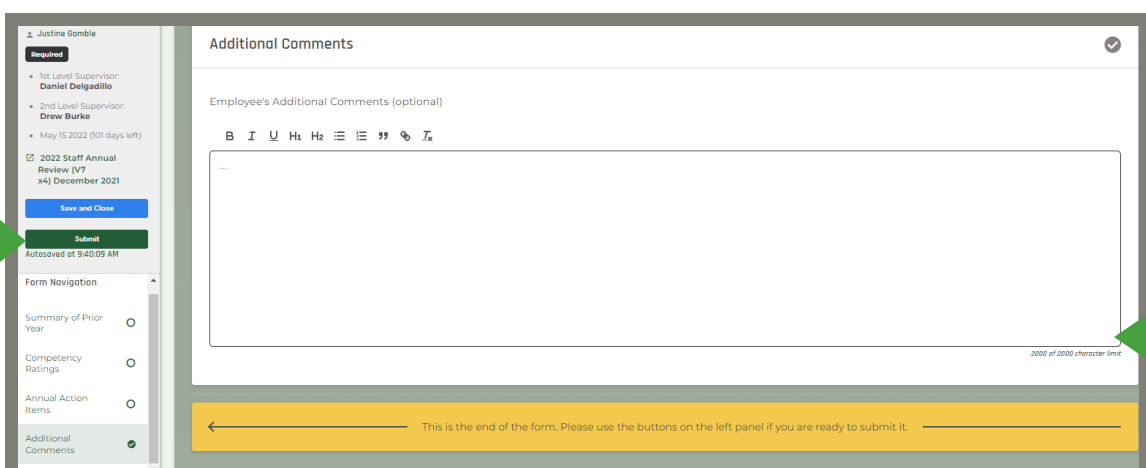
Evaluate yourself on each of the eight competencies.

Verify you have completed each of the checkbox items.



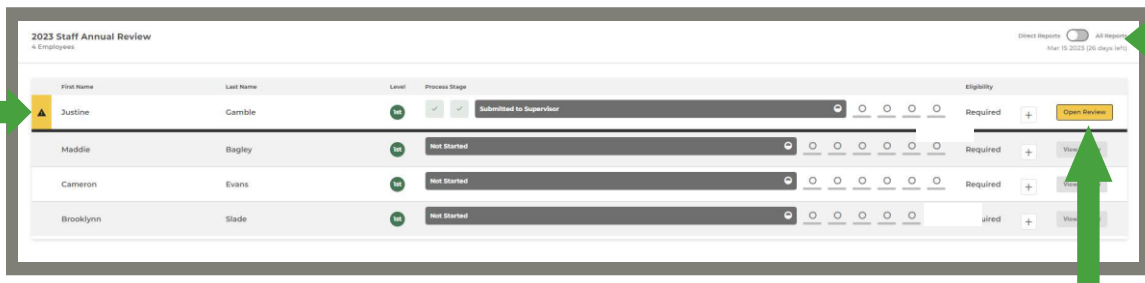
Enter any additional comments, such as justifications or explanations for your ratings.

Select “Submit” once you have completed the review.



Staff Annual Review Supervisor Guide

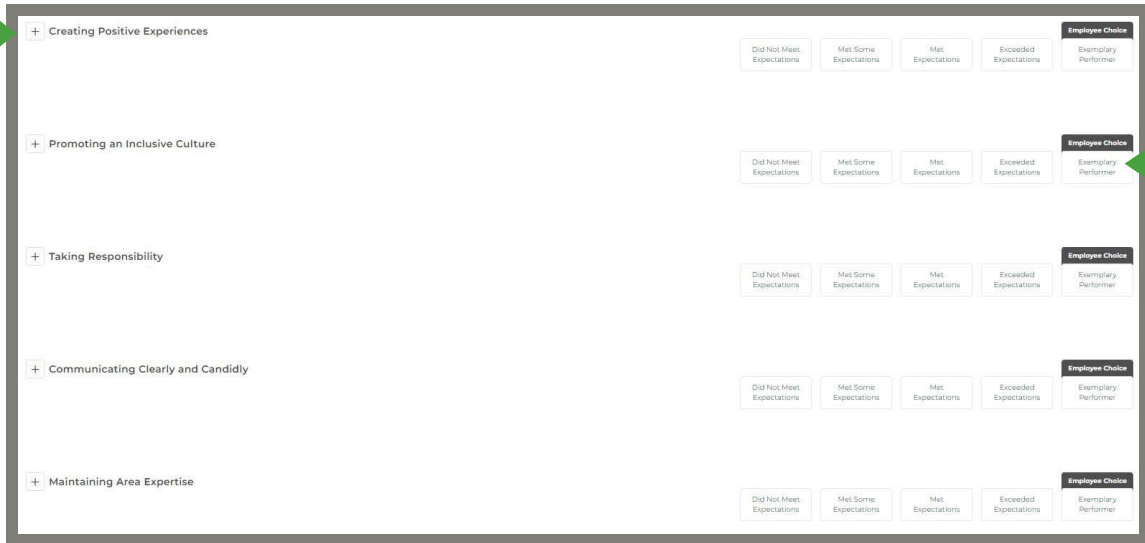
Any review that needs supervisor action will be shown by the yellow indicator.



You can toggle between just your "Direct reports" and "All reports"

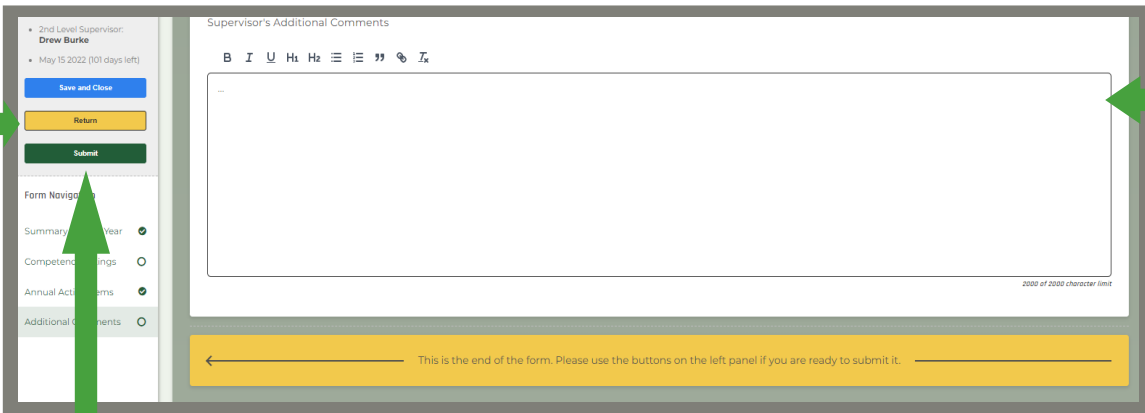
Click on the "Open Review" button to begin your portion of the review.

Read the descriptions of the competencies by clicking the "+" button.



Evaluate the employee on each of the eight competencies.

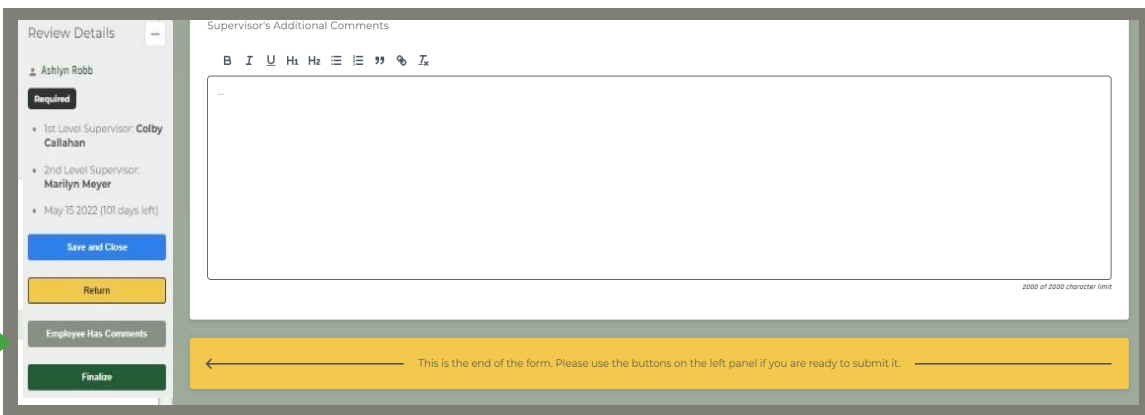
Select the "Return" button if you need to return the review to the employee for changes before moving forward.



Enter any additional comments, such as justifications or explanations for your ratings.

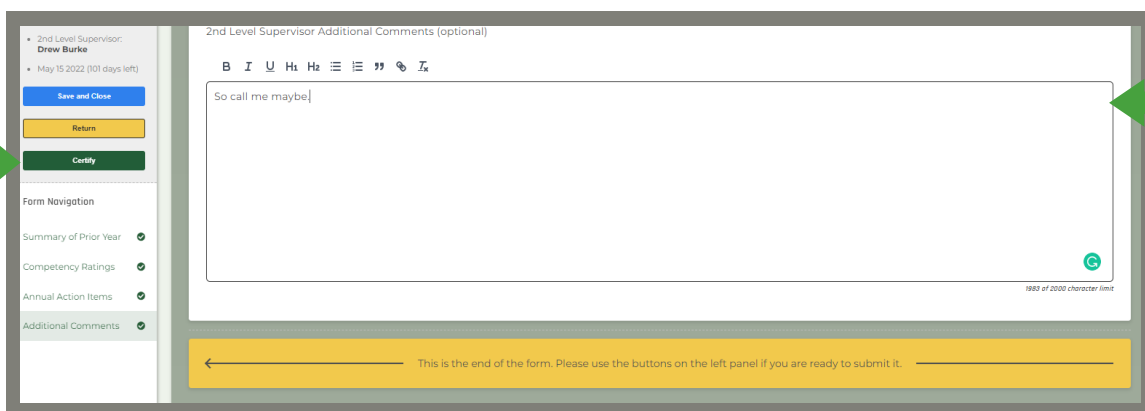
Select the "Submit" button once you have completed the review.

After the second-level supervisor has certified the review, select "Finalize" to finalize and close the review.



Second-Level Supervisors Only

Select "Certify" to certify the results of the review.



Enter any additional comments from your conversation with the first-level supervisor.

Staff Annual Review Supervisor Tip Sheet

Staff Annual Review Process and Timeline

1. The review period will open on **March 15th**, and the Staff Annual Review will become accessible in UVU Perform. The employee will complete an evaluation of their own performance and account for the goals they set the previous year. The system can be accessed at <https://pm.uvu.edu>.
2. The supervisor will confirm the responses of the employee then complete a corresponding evaluation of the employee's performance.
3. The second-level supervisor will then review both evaluations in a meeting with the supervisor. After this meeting, the second-level supervisor will certify the evaluations in UVU Perform.
4. The review process will conclude with the supervisor and employee meeting to discuss the evaluation and goals and finalizing the review. If necessary, the employee may also add closing comments. All parts of the review must be completed by **May 15th**.

List of Review Questions

- Please summarize the outcome and impact of the goals you set last year. How did you get these results?

List of Core Competencies

- | | |
|--------------------------------------|------------------------------|
| • Creating Positive Experiences | • Delivering Results |
| • Promoting an Inclusive Culture | • Maintaining Area Expertise |
| • Taking Responsibility | |
| • Communicating Clearly and Candidly | |

List of Ratings

- Exemplary Performer
- Exceeded Expectations
- Met Expectations
- Met Some Expectations
- Did Not Meet Expectations

List of Compliance Check Boxes

- I have reviewed and verified that my Position Description is accurate.
- I have reviewed the UVU Code of Conflict.
- I have submitted an updated Conflict of Interest form.
- I am up-to-date on my required compliance trainings.
- I have completed my Confidentiality and Data Protection Agreement.
- If I am working a hybrid or fully remote schedule, I have renewed my Remote Work Agreement.