

Annual Performance Review Guidelines

Purpose

The purpose of the annual performance review process is to both recognize employees' accomplishments and provide feedback on opportunities for improvement. This is also the ideal time to discuss goal setting for the upcoming year, as well as identify professional development opportunities.

Annual Performance Review Period and Review Process Deadline

- The review period runs from **April 1** through **March 31**.
- The review process should be completed by **May 31**.

Annual Performance Review Recipients

Supervisors should complete an annual performance review for each **regular*** staff employee *except* in the following situations:

1. A regular staff employee is still in their introductory period as of March 31. The supervisor should conduct the introductory period review prior to the employee's completion of their six-month introductory period.
2. A regular staff employee whose introductory period ended in the last quarter of the review period (January, February, or March) and had an introductory period review completed by their supervisor. *In this situation, a supervisor can elect to conduct an annual review, but it should not be done in lieu of the Introductory Period review.*
3. A regular staff employee moved to a new job in the last quarter of the review period (January, February, or March). In this case, the current supervisor should contact the assigned **HR Business Partner** to request additional guidance on the process.
4. Supervisory changes result in either there being no supervisor available to conduct the review, or there is not enough information available for a new supervisor to conduct a review. In this case, the current supervisor should contact the assigned HR Business Partner to request additional guidance on the process.

NOTE: Even when an annual review is not completed for the reasons described above, a supervisor is strongly encouraged to conduct a goal planning session for the upcoming performance year.

**It is not necessary to conduct reviews on temporary or post-Doctoral employees.*

Annual Performance Review Resources

Visit the Performance Management section of the **Human Resources website** for access to the DocuSign forms, instructions on using DocuSign Performance Review forms, and other helpful performance review resources.

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Annual Performance Review Forms

NEW! Beginning with the 2021-2022 Annual Performance Review, all departments will use DocuSign versions of the forms below unless another form or system has been approved in advance by Human Resources. These forms can be found on the [Performance Management section](#) of the Human Resources website, along with other resources.

Annual Performance Review Form – Short: This narrative-style form may be more appropriate for those in professional and supervisory positions.

Annual Performance Review Form – Comprehensive: This form contains multiple performance and behavioral indicators and may be more appropriate for employees in more task-oriented roles.

Annual Performance Review Form – MPP: This form is specific to employees in the Maintenance Pay Plan.

Goals/Objectives Planning and Review Form: This form is used by the employee and their supervisor to set goals and objectives for the upcoming year, as well as to review the employee's progress at the end of the review period.

Self-Assessment Form: This form is used by the employee to highlight their accomplishments, identify areas for improvement, and offer suggestions for their own professional development.

Review Process

Vice Presidents, Deans, Directors, and Department Heads should ensure annual performance reviews are completed for each eligible employee no later than **May 31**. Leadership responsibilities are as follows:

1. Immediate supervisor:

- Completes the appropriate review form, comments on the status of any goals/objectives/projects assigned for the performance year, and discusses it with the next-level supervisor to incorporate any suggested changes before sending it through the review process;
- Submits the review to the next-level supervisor for approval; *
- Contacts their assigned **HR Business Partner** regarding an employee who receives an **overall rating of Unacceptable or Needs Improvement**. A Performance Improvement Plan should be implemented for an employee with an overall rating of Unacceptable and is recommended if the overall rating is Needs Improvement. The HR Business Partner will guide the supervisor through this process.

The DocuSign process allows the supervisor to insert an HR Liaison and/or a Third-Level Supervisor into the review process if this is an expectation in your organization.

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2. Next level supervisor:

- Ensures previously discussed edits have been made and approves the performance review.

3. Immediate supervisor:

- Discusses the review, and the status of the goals/objectives/projects assigned for the review period being evaluated, if applicable, with the employee in a face-to-face, or when necessary, virtual meeting;
- May also set goals and objectives for the upcoming year in the performance review meeting, or in a subsequent goal-setting meeting.

4. Employee:

- Comments on the review and attaches additional documents, if desired, and signs the form verifying the review has been discussed. The employee's signature does not necessarily indicate agreement with the review;
- Reviews and sign the Goals/Objectives Planning and Review form if one is completed for the upcoming performance review year.

NOTE: Should an employee choose not to sign their review by the May 31 deadline, the review will be considered received and acknowledged, and become a part of the employee's UA personnel file.

Form Distribution

- Each individual in the DocuSign review process will receive an email with a PDF version of the completed review attached. Departments using an online system such as UA PCS will have access to the completed review in the system.
- Electronic and hard copies of performance reviews should always be stored in a secure manner.
- A copy of the annual review, and any related documents attached to the review, will automatically be placed in the employee's UA personnel file. Departments no longer need to send copies of reviews to Human Resources.

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