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 15.

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 review form, instructions on the new review process, and other helpful performance review resources. NOTE: A new online review system is being implemented and will be available in March, 2023.
Annual Performance Review Guidelines

Annual Performance Review Form

NEW! Beginning with the 2022-2023 Annual Performance Review, the review form has been updated to include the following components:

Job Duties: The review form will include an employee’s specific Job Duties as written on their individual position description. The rating for the employee’s performance of these specific job duties will account for 80% of the employee’s overall rating.

Behavioral Expectations: The review form will include six Behavioral Expectations, which are key competencies an employee needs to demonstrate to successfully perform their job. A comprehensive list of examples of what specific behaviors support these competencies can be found on the HR website at https://hr.ua.edu/employee-resources/performance-management/behavioral.

Goals and Objectives: The review form will include a section to document the goals and objectives for the employee, if applicable.

Employee Feedback: The review form will include a section for the employee to highlight their accomplishments, identify areas for improvement, and offer suggestions for their own professional development.

Rating Scale: The review form will offer a new five-tier rating scale. For more information, please review the performance review rating guidelines on the HR website at https://hr.ua.edu/employee-resources/performance-management/scale.

Review Process

Vice Presidents, Deans, Directors, and Department Heads should ensure annual performance reviews are completed for each eligible employee no later than May 15. 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 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 Does Not Meet Expectations or Partially Meet Expectations. A Performance Improvement Plan should be implemented for an employee with an overall rating of Does Not Meet Expectations and is recommended if the overall rating is Partially Meets Expectations. The HR Business Partner will guide the supervisor through this process.
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 acknowledges the form verifying the review has been discussed. The employee’s acknowledgement does not necessarily indicate agreement with the review.

   **NOTE:** Should an employee choose not to acknowledge their review by the **May 15** deadline, the review will be considered received and acknowledged, and become a part of the employee’s UA personnel file.

**Form Distribution**

- 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.

- Electronic and hard copies of performance reviews should always be stored in a secure manner.