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* (full-time and part-time) staff employee. Below are situations in which an annual review may not be completed.

1. If a regular staff employee is still in their introductory period as of March 31 then no annual review should be completed. The supervisor should conduct the introductory period review prior to the employee’s completion of their six-month introductory period.
2. If a regular staff employee whose introductory period ended in the last quarter of the review period (January, February, or March) and
   a. an introductory period review was completed by their supervisor, the supervisor can elect to conduct an annual review;
   b. An introductory period review was not completed by their supervisor, the supervisor should complete an annual review.
3. If a regular staff employee moved to a new job in a different department in the last quarter of the review period (January, February, or March) and is not in an Introductory Period, the supervisor can elect to conduct an annual review. If the supervisor believes there is not enough information available to conduct a review, the supervisor should contact the assigned HR Business Partner to request additional guidance on the process.
4. If a regular staff employee moved to a new job in the same department in the last quarter of the review period (January, February, or March) and is not in an introductory period, the supervisor should request comments on overall performance from the previous supervisor and incorporate that into the annual review. If the supervisor believes there is not enough information available to conduct a review, the supervisor should contact the assigned HR Business Partner to request additional guidance on the process.
5. If there is no current supervisor to conduct the review, the next-level supervisor should conduct the annual review. If the next-level supervisor believes there is not enough information available to conduct a review, the next-level supervisor should contact the assigned HR Business Partner to request additional guidance on the process.

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

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.
Annual Performance Review Guidelines

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 20, 2023.

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 essential 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.

**NOTE:** Supervisors should ensure that the employee’s position description in the HR system, PageUp, is current and accurately define their job duties and responsibilities. The duties should be identified as either Essential or Marginal and assigned a percentage of time to represent the percentage effort for those duties.

**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 comment on their level of performance in performing their job duties and demonstrating the behavioral expectations.

**Rating Scale:** The review form will offer a new five-tier rating scale (Exceeds Expectations, Partially Exceeds Expectations, Meets Expectations, Partially Meets Expectations, Does not Meet Expectations). For more information, please review the performance review rating guidelines on the HR website at https://hr.ua.edu/employee-resources/performance-management/rating-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 review form by rating each job responsibility and each behavioral expectation and adds comments in each section; Provides justification and examples in the comments to support any ratings that are not “Meet Expectations”; Indicates the status of any goals/objectives/projects assigned for the performance year; Adds comments in the Supervisor Overall Comments section.
   - The system will automatically calculate the Overall Rating based on the rating for each responsibility, the percentage effort assigned to each responsibility and then the weighting of 80% for the Duties section and 20% for the Behavioral Expectations section. Should there be extenuating circumstances such as disciplinary action taken during the review year which needs to be factored into the overall rating, please consult with the assigned HR Business Partner. In general terms, an employee should not receive an overall rating of Exceeds Expectations if they have at least one rating of Partially Meets or Does Not Meet Expectations.
   - Discusses with the next-level supervisor any reviews with an overall rating of Exceeds Expectations, Partially Meets Expectations or Does Not Meet Expectations to ensure agreement prior to sending it through the approval process to limit the number of changes to be made.
   - 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 any previous discussions on performance are reflected in the review or sends back to the supervisor for necessary changes,
   - Adds comments, if desired;
   - Reviews and approves the annual 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.
   - Saves a copy of the final, approved review for the department file.
4. **Employee:**

- Comments on the review and acknowledges the form verifying the review has been discussed. The employee’s acknowledgement does not necessarily indicate agreement with the review.
- Saves a copy of the final, approved review for their file.

**NOTE:** Should an employee 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 be placed in the employee’s UA personnel file.
- Departments no longer need to send copies of reviews to Human Resources but should retain a copy for the department file.
- Electronic and hard copies of performance reviews should always be stored in a secure manner.