1. Why are we making changes to the Performance review form?

We undertook this effort, in part, as a response to the University’s new strategic plan that includes a refreshed objective to “Develop robust continual performance evaluation practices for all employees, tied to job responsibilities for each employee.” The effort was undertaken through the contributions of an ad hoc committee comprised of representatives selected by Vice Presidents, as well as members of our Human Resources team.

2. What are the changes to the performance review form?

There are three primary updates to the performance review form which include:

I. The addition of 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. This enhancement provides a clearer focus on job responsibilities during the performance review process.

II. The addition of a new Behavioral Expectations section on the performance review form. This section includes six key competencies all employees are expected to exhibit and accounts for 20% of the employee’s overall rating. These competencies include:

- Accountability/Dependability
- Ethics/Integrity
- Collaboration
- Effective Communication
- Continuous Improvement
- Service Excellence

In addition to creating and defining these behavioral expectations, the committee also developed a list of indicators which provide examples of what specific behaviors support these competencies. A comprehensive list of behavioral examples has been developed for each of the six competencies. These examples can be found on the HR website at https://hr.ua.edu/employee-resources/performance-management.

III. A change to a new 5-tier rating scale from the previous 4-point scale.

The new scale includes the following ratings, which afford more flexibility to accurately rate employees:

- Does Not Meet Expectations
- Partially Meets Expectations
- Meets Expectations
- Partially Exceeds Expectations
- Consistently Exceeds Expectations
3. How can I access my position description?

Log into your “MyBama” account, click the PageUp icon to access your position description.

4. I believe my position description does not reflect my job duties and responsibilities, what do I need to do?

Please contact your Direct Supervisor for any updates or changes.

5. Who needs an annual performance review?

An annual performance review should be completed for each regular* staff employee except in the following situations:

- 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.
- 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.
- 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.
- 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.

6. Will the new form allow for goals to be added for the upcoming performance year?

Yes
7. **Will the new form allow for an employee to comment on their performance for performance year being reviewed?**

   Yes

8. **When will this new performance review form go into effect?**

   The new form will be using in Spring 2023 for reviews of the 2022/2023 performance year which ends March 31, 2023.

9. **What if my employee’s position description is not current and/or accurate?**

   The supervisor may submit accurate job duties on the position description through PageUp not later than January 31, 2022 (please enter job duties update only in the “type of action requested” field). This will ensure accurate content for the performance review.