

Special Edition HR Information Update
June 2008
Classified Employee Performance Evaluations

This special edition of the HR Information Update provides information to help guide supervisors and employees through the classified employee evaluation process.

Performance Ratings

The Commonwealth's classified employee evaluation process provides three ratings: Extraordinary Contributor, Contributor, and Below Contributor. A contributor is an employee who has successfully executed the core responsibilities described on his or her job description and who may have gone above and beyond expectations at times. A Contributor's performance can be described in many ways including "good", "excellent", "impressive", etc. A Contributor rating reflects a high level of performance.

An Extraordinary Contributor rating is for the employee who is the exception to the rule. The key words are *unusual* and *unexpected* performance. An Extraordinary Contributor is an employee who consistently and regularly goes significantly beyond the core responsibilities of his or her job description and has an unusually positive impact on the work environment. They streamline existing processes or regularly develop new ones, save the university money, and/or have an unusual and unexpected positive impact on other employees and their customers.

An employee with a Below Contributor rating must improve his or her performance immediately. When an employee is given this rating, the performance evaluation meeting is, in essence, a remedial session to create a specific plan for immediate improvement, observation and accountability. When giving this rating, the supervisor will need to develop a specific plan to outline expectations that must be met by the employee.

In accordance with JMU Policy 1305, Performance Evaluation for Classified Staff, for an employee to receive an overall rating of Extraordinary Contributor or Below Contributor, at least one Notification of Extraordinary Contribution or one Notification of Improvement Needed (or a Written Notice) must be given to the employee during that performance cycle. **Notification forms must be received in Human Resources no later than the first work day of September (Monday, September 1, 2008) in order for the employee to receive either of these overall ratings.**

NOTE: All performance evaluations are contingent on continued performance at the same level rated for the duration of the cycle, which officially ends October 24. This means that if an employee is given a particular rating and the evaluation is sent to HR before the last work day in September (Tuesday, September 30, 2008), but that same employee's performance degrades before the end of the cycle, the supervisor may change the evaluation and rating before the evaluation is finalized.

The Self-Assessment

The Self-Assessment provides the means for classified employees to communicate their own evaluation of their performance to their supervisor. About two weeks before the supervisor is scheduled to complete the annual evaluation, he/she should give the employee a copy of the job description from PositionLink, the evaluation form

2008 Evaluation Timeline

July - August

Supervisor collects pertinent notes/data on employee's performance for the previous 11 months

Two weeks before the evaluation meeting is to take place, give the employee a copy of the job description from PositionLink, and a blank evaluation form for his/her self-assessment

Give the employee a copy of his/her Individual Professional Development Plan (IPDP) for review

Notification of Extraordinary Contributor or Notification of Improvement Needed forms completed by supervisor by the end of August

September

Supervisor sends Notification of Extraordinary Contributor or Notification of Improvement Needed forms to HR by the first work day in September (9/01/08)

Supervisor has Self-Assessment meeting with employee

Supervisor completes Performance Evaluation on Classified Employee Evaluation form

Supervisor gets reviewer's approval and signature

Supervisor conducts the Performance Evaluation meeting

Employee signs the evaluation, makes comments and notes if they were not given an opportunity to complete a self-assessment

Supervisor gives Performance Evaluation copy to the employee

Supervisor sends original version of Performance Evaluation to HR by the last work day in September (9/30/08)

Supervisor approves updated IPDP and sends to HR

October

The annual performance cycle officially ends October 24

and a copy of the employee's Individual Professional Development Plan (IPDP). The employee has the option of completing the evaluation and returning it to the supervisor. The supervisor *must* give the employee the opportunity to complete a Self-Assessment, but the employee has the *option* to do so.

Many times employees are hesitant to complete a Self-Assessment because they are apprehensive that their own assessment will be better than their supervisor's evaluation of their performance. Encourage your employees to keep a journal of accomplishments, training, new duties and projects that he/she has successfully completed. Referring to this journal may help the employee to complete his/her self-assessment. Employees may recognize areas where they would like more training, or areas of development. Both employee and supervisor should be prepared to provide and accept both positive and negative feedback.

Supervisors may find themselves thinking, "Now that I have this self-assessment, what do I do with it?" One successful supervisor reports that he considers five or six items from the employee's self-assessment and refers back to these when preparing the employee's evaluation. He says that by giving the employee an opportunity to participate in the evaluation process, he communicates to them that their opinion counts. Often, he gains a different perspective of the employee.

An uncomfortable situation arises for both the employee and supervisor when evaluations do not match. One may ask, "How do I handle the differences?" When this happens, go back to the basics. Look at the job description and clarify the core responsibilities, use the documentation that you have been keeping, and refer to specific incidents. View this as a time to "clear the air" and begin fresh with a clear understanding of goals and expectations for the future.

Individual Professional Development Plan (IPDP)

The 2006-2007 Annual Performance Evaluation Process included results of previously established Personal Learning Goals. In 2007, the IPDP was implemented to take the place of these Learning Goals. This year's Annual Performance Evaluation form does not have a section relating to goals or the IPDP. The supervisor provides information to employees needed to plan realistically and to guide them in identifying knowledge competencies that will help them perform in their current job and/or upcoming performance cycle while helping the organization meet its goals. *The employee's performance evaluation and rating is not based on the employee's development plan.*

PositionLink: Updating the Classified Employee Job Description

Performance evaluation time is an ideal time for supervisors to make any necessary adjustments to the job description through PositionLink. Items that may need updating include: working title, supervisor information, core responsibilities, measures and special assignments. To update this information, supervisors will choose "*Update or Reclassify Position*", then click "*Start Action*". Updates may then be made and submitted for appropriate approvals. The next step is to submit the updated version for appropriate approvals.

Your Employee's Probationary Period

Employees who complete their probationary period on or before the last workday in June (June 30, 2008) will need to have an Annual Performance Evaluation completed and submitted to HR by the last workday in September (September 30, 2008).

For **PositionLink** assistance, please contact:

Andrea Kiser, Workforce Management Assistant x83597
Sandra Anderson, Workforce Management Representative x83973
Steve Hedrick, Workforce Management Representative x82997

For **Evaluation Process** assistance, supervisors may contact:

Christina Eaton, HR Service Center Representative x88056
Melinda Hardwick, HR Service Center Representative x83968
Jennifer Campfield, HR Assistant Director x83982

For **Evaluation Process** assistance, employees may contact:

Cathy Thomas, HR Service Center Employee Ombudsperson x83967

Performance Evaluation Information Sessions for Supervisors - Presented by Melinda Hardwick

Thursday, July 24	9 a.m. - 10:30 a.m.	University Services Building (USB), room 102
Wednesday, August 20	9 a.m. - 10:30 a.m.	University Services Building (USB), room 102

Performance Evaluation Information Sessions for Employees - Presented by Cathy Thomas

Thursday, July 17	9 a.m. - 10:30 a.m.	University Services Building (USB), room 102
Thursday, August 21	9 a.m. - 10:30 a.m.	University Services Building (USB), room 102

Please register for one of the above sessions through J-Ess if you are interested in learning more about the performance evaluation process.

Visit <http://www.jmu.edu/humanresources/hrsc/performance.shtml> for more information.