

**Special Edition HR Information Update
Classified Employee Performance Evaluations**

July 2007

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

New this year!

Personal Learning Goals will be replaced with the Individual Professional Development Plan (IPDP)

IPDP will replace personal learning goals for the 07-08 classified employee performance evaluation. Supervisors and employees collaborate to create the plan. The following dates and times are available for employees to learn about the IPDP time lines and preparation:

- July 13, 2007 10:30-noon
- August 2, 2007 2:00-3:30pm

Sessions will be held in the University Services Building Room 102. Please register through J-Ess.

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 titles, supervisor information, core responsibilities, measures and special assignments. To make updates, please log into PositionLink on the HR Site. Under Job Descriptions, go to Create/Update; Update or Reclassify Position; search using the 8 digit position number; click on start action; click edit at the top and begin revisions under each tab beginning with 'Position Details'. After updating all tabs, submit the updated version for appropriate approvals.

For **PositionLink** assistance, please contact:
Andrea Rexrode, Administrative Assistant 83597
Sandra Anderson, HR Representative 83973
Steve Hedrick, HR Representative 82997

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

2007 Evaluation Timeline

July - August

- Supervisor gives employee position description from PositionLink for self-evaluation
- Supervisor collects pertinent notes/data on employee's performance for the previous 11 months
- Notification of Extraordinary Contributor or Notification of Improvement Needed forms completed by supervisor by the week of 8/27-8/31
- Supervisor explains IPDP process to employee, gives employee a copy of the IPDP form and sets a deadline for completion of IPDP
- Employee drafts their IPDP
- Supervisor reviews employee's draft IPDP for appropriateness
- Supervisor and employee meet to discuss the draft IPDP
- Employee prepares their final IPDP

September

- Supervisor sends Notification of Extraordinary Contributor or Notification of Improvement Needed forms to HR by 9/3/07 (the first work day in September)
- Supervisor completes Performance Evaluation and notes results of Personal Learning Goals 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 self-access
- Supervisor gives Performance Evaluation copy to the employee
- Supervisor sends original version of Performance Evaluation to HR by 9/28/07 (the last work day in September)
- Supervisor approves final IPDP and sends to HR by 9/28/07

October - December

- Supervisor makes changes to core responsibilities and measures through PositionLink

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 either Extraordinary Contributor or Below Contributor, at least one 'Notification of Extraordinary Contribution' or one 'Notification of Improvement Needed' must be given to the employee. **Notification forms must be received in Human Resources no later than the first work day of September (9/3/07) 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 on 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 (9/28/07) deadline, 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 is the vehicle that classified employees may use to communicate an evaluation of their own performance. About two weeks before the supervisor is scheduled to complete the evaluation, he or she should give the employee a copy of the job description from PositionLink, the evaluation form and the 2006-2007 personal learning goals. The employee then has the option of completing the evaluation and returning it to the supervisor. The supervisor must give the employee the opportunity to complete the evaluation, but the employee has the option to do so.

Many times employees are hesitant to complete the evaluation because they are apprehensive that their self-assessment will be better than that of their supervisor's evaluation of their performance. One way to guard against this is to be specific. Keep a journal of accomplishments, training, new duties and projects that you have successfully completed and refer to them in the evaluation. You may see areas where you would like more training, or areas where you can develop. Those should also be included. Be prepared to 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.

Supervisors – for evaluation process assistance, please contact Melinda Hardwick, HR Representative, at 83968.

Performance Evaluation Information Sessions for Supervisors

Presented by Melinda Hardwick

- July 23 1:30pm - 3pm nTelos Room
- August 7 10am – 11:30am USB 102

Please register for this session through J-Ess if you are a supervisor and are interested in learning more about the performance evaluation process.

Employees – for evaluation process assistance, please contact Cathy Thomas, HR Representative, at 83967.

Performance Evaluation Information Sessions for Employees

Presented by Cathy Thomas

- July 12 1:30pm – 3pm USB 102
- August 8 10am – 11:30am nTelos Room

Please register for this session through J-Ess if you are an employee and interested in learning more about the performance evaluation process.