

# UCPEA Supervisor Performance Evaluation Training



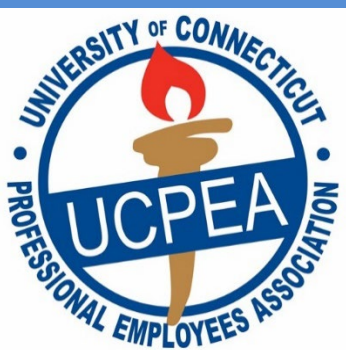
**UCONN**

A Joint Labor/Management Effort Spring 2024

# Labor/Management Co-Trainers



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# Goals for Today's Training

Acquire/Renew Understanding of:

1. Evaluation Process, Principles & Procedures
2. Evaluation Form & Manual

# UCPEA Performance Evaluations: Principles

## Improve/Facilitate Formal Communication

- Performance – Positive & Constructive
- Expectations
- Training and Development Opportunities
- Goals

# UCPEA Performance Evaluations: Timeline

## Evaluation Timeline (May 1 – April 30)

- March 1: LR will issue notice to employees that they may be required to provide an Annual Report of Activity & Achievement (Daily Digest)
- April 15: Deadline for employees to submit Annual Report of Activity & Achievement
- May 1: Deadline for evaluation interview
- May 15: Deadline for evaluations to be sent to HR

# UCPEA Performance Evaluations: Materials

## Preparing the Evaluation: Materials & Resources

- Performance Evaluation Manual
- Supervisory Files
- Annual Report of Activity and Achievement
- Performance Evaluation Form

# ✓ Annual Report of Activity and Achievement

## Annual Report of Activity and Achievement

- Description of what the employee has achieved during the year
- Not a large complex document
- As supervisor, you should discuss with your employees what format works best for you

# ☑ Annual Report of Activity and Achievement

## Annual Report of Activity and Achievement

- Must give employees at least two weeks to complete; deadline is April 15
- Request can be made verbally, via email, or in writing
- Employees can submit this report for consideration without being asked
- Employees can submit the form to their supervisor via Quali Build



## Guidelines for Completing Evaluations

- No Self Evaluations
- No mention of FMLA
- No mention of Worker's Compensation
- No mention of other names (co-workers, etc.)
- No anonymous information
- Only one box per category should be checked off

# ☑ Performance Evaluation Form

## PART I.

☑ Cover Sheet

☑ ID

**Pages**

- Part I. Cover Sheet
- Part II. Performance E...
- Performance Summary
- Performance Goals

# UConn

## UConn | University of Connecticut

### Employee Performance Evaluation UConn Professional Staff (UCPEA) Unit

• The period for annual evaluations for UCPEA employees is May 1<sup>st</sup>- April 30<sup>th</sup>.  
• Employees are to sign the form within 7 calendar days of receipt of evaluation to indicate they have read it.  
• Employees may append a written statement presenting concerns as they relate to the evaluation, which will be attached to the evaluation, become a permanent part of the record, and will be the final documentation associated with the evaluation.  
• Human Resources must receive a completed evaluation, via this application, by **May 15th**.  
• For more information, see Article 21 of the UCPEA collective bargaining agreement. <https://hr.uconn.edu/labor-contracts-unions/>.

#### PART I. COVER SHEET

<p>Employee Contact Information *</p> <p>Q</p> <p>Netid *</p> <p>Name</p> <p>Title</p> <p>Department</p> <p>Employee Number</p>	<p>Evaluator Contact Information *</p> <p>jer22018</p> <p>Name</p> <p>Jayden E Ramsey</p> <p>Title</p> <p>U Ed Assistant 3</p> <p>Department</p> <p>Employee Relations</p> <p>Email</p> <p><a href="mailto:jayden.ramsey@uconn.edu">jayden.ramsey@uconn.edu</a></p> <p>Supervisor Outside of Bargaining Unit</p>
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# Performance Evaluation Form

## PART I. (CONT.)

Evaluation Type

Evaluation Period Start and End Date

Type of Evaluation \*

- Annual
- Mid-Probationary Evaluation
- Probationary Final Evaluation
- Other

Status of Employee \*

- Permanent
- Permanent (4-Month)
- Initial Probationary (1-Year)
- End Date

Evaluation Period Start Date \*

Evaluation Period End Date \*

# Performance Evaluation Form

## PART I. (CONT.)

First Supervisor Outside of UCPEA

Optional Reviews

Overall Rating

### First Supervisor and Optional Reviews

First Supervisor Outside UCPEA Bargaining Unit \*



Optional: Send evaluation to the First Supervisor outside UCPEA for preview before I meet with the employee.

Supervisor Send for Preview

Optional: Send evaluation to Labor Relations for review before I meet with the employee.

LR Send for Review

### Overall Rating \*

- OUTSTANDING
- VERY GOOD
- GOOD
- IN NEED OF IMPROVEMENT
- UNSATISFACTORY

- (O) Far exceeds the requirements and standards of the position
- (V) Regularly exceeds all position requirements
- (G) Meets the regular requirements of the position adequately and competently
- (I) Marginal performance and not meeting the requirements of the position
- (U) Does not meet the requirements of the position

# Preparing the Performance Evaluation

## PART II.

Performance Criteria

6 Rating Categories

1. Knowledge/Problem Solving
2. Dependability/Productivity
3. Communication
4. Interpersonal/Teamwork
5. Leadership/Independent Action
6. Supervisory Skills

The screenshot displays a web-based performance evaluation form titled "PART II. PERFORMANCE EVALUATION CRITERIA". On the left sidebar, there are navigation options: "Part II. Performance E..." (checked), "Performance Summary", and "Performance Goals", each with a radio button. Below these are "Back" and "Next" buttons. The main content area is divided into two sections:

**1. Knowledge/Problem Solving**

**Suggested Standards of Performance**

- Demonstrates understanding of all job tasks
- Keeps informed about position goals
- Contributes to the mission of appropriate organizational unit(s)
- Shows initiative to recognize and solve issues as appropriate
- Attends required compliance and ethics trainings
- Demonstrates understanding of information learned in required compliance and ethics trainings by complying with all laws, regulations and University policies in the day-to-day administration of job responsibilities.

**Rating \***

- Outstanding
- Very Good
- Good
- In Need of Improvement
- Unsatisfactory

**Comments/Examples \***

Enter Text

**2. Dependability/Productivity**

**Suggested Standards of Performance**

- Produces high-quality, accurate work regularly
- Maintains agreed-upon work schedule
- Readily available to manager/colleagues/students
- Follows through to complete projects and meets deadlines
- Respects/maintains confidentiality

**Rating \***

- Outstanding
- Very Good
- Good
- In Need of Improvement
- Unsatisfactory

**Comments/Examples \***

Enter Text

# Preparing the Performance Evaluation

## Performance Evaluation Ratings

- Outstanding
- Very Good
- Good
- In Needs of Improvement
- Unsatisfactory

# Preparing the Performance Evaluation

## OUTSTANDING

- Far exceeds requirements and standards of regular duties
- High initiative
- High quality of work



# Preparing the Performance Evaluation

## VERY GOOD

- Exceeds requirements and standards of regular job duties
- Employee regularly exceeds all position requirements





# Preparing the Performance Evaluation

## GOOD

- Meets the regular requirements of the position adequately and competently

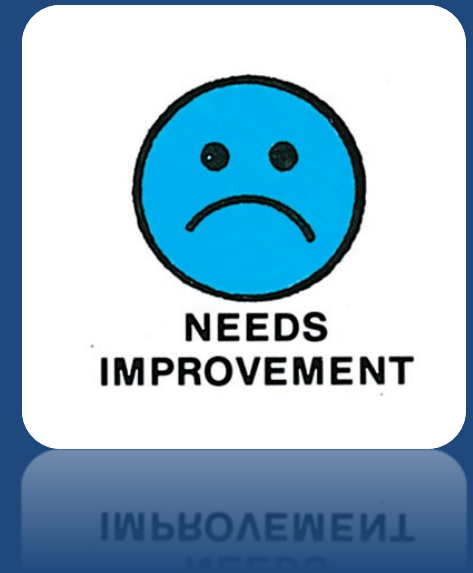
\*If performance is considered marginal, it should not be given a rating of good.



# Preparing the Performance Evaluation

## IN NEED OF IMPROVEMENT:

- Performance is marginal
- Deficiencies should be clearly identified
- Plans and a timeline should be outlined for correcting areas of sub standard performance
- Employees in this category should be cautioned about the consequences of continued sub standard performance



# Preparing the Performance Evaluation



## UNSATISFACTORY:

- Performance does not meet the requirements of the position
- Deficiencies should be clearly identified
- Plans and a timeline should be outlined for correcting areas of sub standard performance
- Supervisor should schedule a follow-up meeting within three months to review the employee's progress

# Preparing the Performance Evaluation

## IN NEED OF IMPROVEMENT & UNSATISFACTORY

- Staff who receive an overall unsatisfactory rating do not receive salary increases (if applicable) and can be disciplined
- It is particularly important that staff receiving an INI and/or UNSAT are counseled regarding their performance throughout the entire evaluation period
- Supervisors must contact Labor Relations before meeting with employees whose evaluations result in an overall unsatisfactory rating
- Evaluations rated an overall INI or UNSAT will automatically be sent to LR for review through Quali Build
- Staff receiving an overall unsatisfactory rating may grieve their evaluation

# Preparing the Performance Evaluation

## Part III.

Performance summary

Areas of strength

Areas for improvements

Areas for development

The screenshot displays the UCONN Performance Evaluation system interface. On the left, a sidebar titled 'Pages' lists four sections: 'Part I. Cover Sheet' (checked), 'Part II. Performance E...' (checked), 'Performance Summary' (checked and highlighted), and 'Performance Goals' (unchecked). Below the list are 'Back' and 'Next' buttons. The main content area features a dark blue header with the 'UCONN' logo. Below the header, the section is titled 'PART III. PERFORMANCE SUMMARY'. Underneath, there is a 'Summary \*' label and a text area with the instruction: 'In this narrative, the supervisor is to provide information concerning the staff member's overall performance, including:'. A bulleted list follows: 'a. Areas of strength', 'b. Areas for improvement', and 'c. Areas for development (including professional development)'. At the bottom of the text area is a placeholder 'Enter Text'.

# Preparing the Performance Evaluation

## Part IV.

- ☑ Clear Statement of Goals
- ☑ Mutually Established
- ☑ Achievable
- ☑ Deadlines/Timelines

The screenshot displays the UCONN Performance Evaluation form, specifically Part IV: Performance Goals for Next Evaluation Period. The form is titled "PART IV. PERFORMANCE GOALS FOR NEXT EVALUATION PERIOD (see separate form for merit recommendations)". Below the title, a note states: "Performance goals should be mutually established by both the supervisor and employee in conjunction with the employee's job template. Goals and performance standards should be specific, measurable/quantifiable, attainable, and relevant to the position and unit." The form is divided into two sections, "Goal #1" and "Goal #2". Each section contains three input fields: "Goal \*", "Performance Standard \*", and "Anticipated Deadline \*". The "Performance Goals" section in the left sidebar is highlighted with a blue checkmark, and the "Next" button is visible.

# Initial Submission of the Evaluation Form

- Once all sections have been completed, the supervisor should submit the evaluation. The employee will not receive a copy of the evaluation at that time.
- Upon submission, the evaluation will be routed for any optional or required previews (i.e., to the First Supervisor Outside of UCPEA and/or to Labor Relations).
- The supervisor also will receive a PDF copy of the form and can proceed with scheduling the evaluation meeting with the employee.

# UCPEA Performance Evaluations: Process

## Evaluation Interview:

- Normally occurs between April 15 and May 1
- Employee shall normally sign within seven calendar days from receipt for the purpose of indicating he/she has read the evaluation
- Supervisor may make adjustments to the evaluation following input from the employee at the evaluation interview
- Employees may write a rebuttal or response to the evaluation, which is the final documentation associated with the evaluation (an appendix form is available on Kualu Build)



# UCPEA Performance Evaluations: Process

## Evaluation Interview

- Structure the interview
- Allow plenty of time for the interview
- Explain the reason behind your ratings
- Involve the employee in the goal setting process
- Actively listen to the employee's feedback
- Pursue new information or suggestions the employee offers

# UCPEA Performance Evaluations: Process

## Probationary Employees & Evaluations

- Probationary employees receive an evaluation around the middle of their probationary period (6 months) and again at the end of their probationary period, and then they begin the UCPEA annual cycle
- An annual evaluation should be completed for employees who may have just completed their probationary period

# UCPEA Performance Evaluations: Process

## Evaluation Routing Procedure

- After the evaluation meeting, the supervisor will return to the Quali Build form via the automated task email (Subj: Review UCPEA Evaluation: employee name) to complete/sign the evaluation.
- The form will then be routed to the employee for signature.
- The form will then be routed to the First Supervisor Outside of UCPEA for signature.
- Afterwards, the employee, the submitter, HR will receive an email with a PDF copy of the signed evaluation.

## Performance Evaluation Manual

- Available at: <http://www.lr.uconn.edu>
- Aimed at guiding supervisors and employees through the evaluation process

# UCPEA Performance Evaluations: Process

## Questions

