

UCONN

Department of Human Resources, Labor Relations
University of Connecticut Professional Employees Association

UCPEA Supervisor Performance Evaluation Training



A Joint Labor/Management Effort Spring 2026

Labor/Management Representatives



Brooke Grant

Labor Relations Specialist

Human Resources, Labor Relations



Lindsay Jenkelunas

Senior Field Representative

UConn Professional Employees Assoc.

Goals for Today's Training

Acquire/Renew Understanding of:

1. Evaluation principles, process & procedures
2. Share resources to assist in this process

UCPEA Performance Evaluations: Principles

Improve/Facilitate Formal Communication:

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

UCPEA Performance Evaluations

Preparing the Evaluation: Materials & Resources

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

UCPEA Performance Evaluations: Timeline

Evaluation Timeline (May 1 – April 30)

- March:** LR will schedule trainings and provide information on evaluations and the potential requirement 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 completed within Kual

Annual Report of Activity and Achievement

- Description of what the employee has achieved during the year
- As supervisor, you should discuss with your employees what format works best for you
 - Not required to be a large complex document
 - Employees may submit the form to their supervisor via Quali Build
- 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

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

Performance Evaluation Form

PART I.

- Cover Sheet
- ID

UCONN

UCONN | University of Connecticut

**Employee Performance Evaluation
UCConn Professional Staff (UCPEA) Unit**

- The period for annual evaluations for UCPEA employees is May 1st- April 30th.
- 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

Employee Contact Information *	Evaluator Contact Information *
Q	jer22018
Netid *	Name
Name	Jayden E Ramsey
Title	Title
Department	U Ed Assistant 3
Employee Number	Department
	Employee Relations
	Email
	jayden.ramsey@uconn.edu
	Supervisor Outside of Bargaining Unit

Performance Evaluation Form

PART I. (cont.)

Evaluation Type

Evaluation Period Start and End Date

<p>Type of Evaluation *</p> <p><input type="radio"/> Annual</p> <p><input type="radio"/> Mid-Probationary Evaluation</p> <p><input type="radio"/> Probationary Final Evaluation</p> <p><input type="radio"/> Other</p>	<p>Status of Employee *</p> <p><input type="radio"/> Permanent</p> <p><input type="radio"/> Permanent (4-Month)</p> <p><input type="radio"/> Initial Probationary (1-Year)</p> <p><input type="radio"/> End Date</p>
<p>Evaluation Period Start Date *</p> <input type="text"/>	
<p>Evaluation Period End Date *</p> <input type="text"/>	

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

Part II. Performance E...

Performance Summary

Performance Goals

PART II. PERFORMANCE EVALUATION CRITERIA

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
- Even employees performing well should receive feedback on how they can build on their strengths and areas where improvement is needed



** 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 and potential improvements 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



NEEDS
IMPROVEMENT

ИМЬВОЛЕИИЛ
ИМЬВОЛЕИИЛ

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 have been counseled regarding their performance throughout the evaluation period
- Evaluations rated an overall INI or UNSAT will automatically be sent to LR for review through Quali Build
 - Supervisors with employees whose evaluations result in an overall unsatisfactory rating should engage with Labor Relations
- Staff receiving an overall unsatisfactory rating may grieve their evaluation

Preparing the Performance Evaluation

PART III.

- Performance summary
- Areas of strength
- Areas for improvement
- Areas for development

The screenshot displays the UCONN performance evaluation system interface. On the left, a 'Pages' sidebar lists: 'Part I. Cover Sheet' (checked), 'Part II. Performance E...' (checked), 'Performance Summary' (checked and highlighted), and 'Performance Goals' (unchecked). Below the sidebar are 'Back' and 'Next' buttons. The main content area features the UCONN logo at the top right. The current section is 'PART III. PERFORMANCE SUMMARY'. It includes a 'Summary *' heading, a prompt: 'In this narrative, the supervisor is to provide information concerning the staff member's overall performance, including:', and a bulleted list: 'a. Areas of strength', 'b. Areas for improvement', and 'c. Areas for development (including professional development)'. Below the list is a text input field labeled 'Enter Text'.

Preparing the Performance Evaluation

PART IV.

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

The screenshot shows a web-based performance evaluation form for UCONN. The header is dark blue with the UCONN logo in white. On the left, a sidebar titled 'Pages' lists four sections: 'Part I. Cover Sheet', 'Part II. Performance E...', 'Performance Summary', and 'Performance Goals'. The 'Performance Goals' section is selected and highlighted in blue, with a 'Back' button and a 'Next' button below it. The main content area is titled 'PART IV. PERFORMANCE GOALS FOR NEXT EVALUATION PERIOD (see separate form for merit recommendations)'. Below the title is a paragraph of instructions: '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.' There are two goal entry sections. The first is labeled 'Goal #1' and has three input fields: 'Goal *', 'Performance Standard *', and 'Anticipated Deadline *'. The second is labeled 'Goal #2' and has three input fields: 'Goal', 'Performance Standard', and 'Anticipated Deadline'.

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

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

Evaluation Interview

- Structure the interview
- Allow plenty of time for the interview
- Explain the reason behind your ratings
- Refresh mutual understanding of the member's role in relation to the organizational goals
- 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

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; 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

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 Resources

Performance Evaluation Guidance

Available at: <https://hr.uconn.edu/ucpea-performance-evaluations/>

Aimed at guiding supervisors and employees through the evaluation process

Organizational and Staff Development (OSD) at UConn

- OSD plays an important role in supporting the development goals identified during the UCPEA evaluation process. When areas for growth are noted in an evaluation, supervisors and employees can partner with OSD to identify relevant trainings, workshops, or development opportunities. OSD resources help turn evaluation feedback into actionable professional growth and continuous improvement.
- <https://hr.uconn.edu/osd/>

OSD Specifics

On-Demand

Academic Impressions (Free)

LinkedIn Learning (Free – UCPEA Sponsored)

Mixed Modality (Live/Remote/Virtual/In-Person)

CT State Employee Training Program (\$)

Live (Virtual)

TLS (UCPEA - Free)

TLS (Non-UCPEA - \$)

Pixel (\$)

Live (In-Person)

TLS (\$)

Logue Group (\$)

The logo for the University of Connecticut, featuring the word "UCONN" in white, bold, sans-serif capital letters on a dark blue rectangular background.

UCONN

Department of Human Resources, Labor Relations
University of Connecticut Professional Employees Association



Questions?

uconn.edu