

Date: September 1, 2011

To: Budget Unit Directors and
Supervisors of Classified Employees

From: Kathy Williamson
Employee Relations Manager

Subject: 2011 Evaluations of Non-Probationary Classified Employees in **PAPERS**

This memorandum provides you with important guidance on completing the evaluations for the 2010-2011 performance cycle and for certifying new position descriptions and performance plans for the 2011-2012 work cycle.

1. Completing 2011 Performance Evaluations for Non-Probationary Classified Employees:

No performance increases will be applied during the 2011 evaluation process. However, a **completed performance evaluation must still be submitted via PAPERS to Human Resources not later than close of business on October 25, 2010 in order to comply with the Performance Management and Evaluation Policy.** Performance evaluations are an important tool for motivating and retaining employees. Studies show that people work harder for recognition than for money. When done properly the performance appraisal is an effective tool to improve performance and productivity and for developing employees. It helps individuals to do better, raises self-esteem and motivation. Above all, it strengthens the manager/employee relationship and fosters commitment. There is much research to support that individuals have a strong need to know how they are doing and where they stand in the eyes of their supervisor. Recognizing the importance of performance feedback, it follows that discussions of performance should take place more than once a year. Frequent, regular discussions of performance should occur on an on-going basis and be seen as an opportunity for useful communication between the individual who assigns work and those performing it. These regular meetings serve to provide feedback so good performance is recognized and performance problems are nipped in the bud. The more formal annual evaluation can then simply be a summary of what has occurred throughout the reporting period recorded on the official performance evaluation form.

NOTE: HUMAN RESOURCES WILL CHARGE A \$50.00 FEE TO THE DEPARTMENT FOR EACH EVALUATION NOT SUBMITTED TO HUMAN RESOURCES VIA **PAPERS BY THE OCTOBER 25th DEADLINE.**

Prior to completing the evaluation, supervisors **must** provide employees with the opportunity to provide a self-evaluation for the 2010-2011 performance period. It is recommended that you give employees at least two weeks to complete their self-assessment. The employee self-assessments are kept in your supervisory file and not submitted to Human Resources. There is no standard self-evaluation form. Employees should review their position description and performance plan in **PAPERS** and provide you with a self-evaluation in whatever written format you establish. After receiving the employee's self-evaluation, you will complete the evaluation process in **PAPERS**.

Supervisors issuing an evaluation with an overall rating of Extraordinary Contributor **must** attach copies of the Acknowledgment of Extraordinary Contribution Form **or Immediate Recognition Form given to the employee during the performance cycle** which cites an individual extraordinary accomplishment. To receive the overall Extraordinary Contributor rating, the employee must have been given at least one Acknowledgement of Extraordinary Contribution Form or Immediate Recognition Form ***PRIOR TO*** the evaluation period (starts September 2)! The only exception to this requirement is if the employee's extraordinary contribution OCCURS during the September to October evaluation processing timeframe.

Supervisors issuing an evaluation with an overall rating of Below Contributor **must** attach copies of the Notice of Improvement Needed/Substandard Performance Form or Written Notice Form **issued to the employee during the performance cycle**. To receive the overall Below Contributor rating, the employee must have been given at least one Notice of Improvement Needed/Substandard Performance Form or Written Notice Form (addressing performance issues) **during the performance cycle**. Please contact me at extension 3-4564 prior to meeting with the employee. I will advise you on how to conduct the evaluation meeting and assist you with the re-evaluation process.

2. Probationary Classified Employees:

If you supervise probationary employees, you will receive an e-mail from HR Operations Staff with the Probationary Progress Review Form several weeks prior to the due date.

3. Performance Evaluation Resources:

- ❖ **PAPERS** step-by-step instructions for the evaluation process (ODU Evaluation of Classified Staff SUPERVISOR'S [HIRING MANAGER] GUIDE) are available on the HR web page under the **PAPERS** logo (<http://www.odu.edu/humanresources>).
- ❖ An on-line training module, Classified Employee Performance Management, is available on Human Resources' web page at: <http://www.odu.edu/ao/humanresources/training/performancemgt.html>.
- ❖ Human Resources staff are available to assist you one-on-one. Contact Pam Harris (extension 3-5131) with questions regarding probationary employee evaluations. Contact Kathy Williamson (extension 3-4564) for questions about the performance management and/or evaluation processes and technical questions about **PAPERS**.

4. Certifying Position Descriptions for the 2011–2012 Performance Cycle:

Position description-performance plans for all classified employees should be certified for the new performance cycle via **PAPERS** by **December 1, 2011**. Step-by-step instructions for the certify process (**ODU Annual Certification of a Classified Position Description or Certification of a Position Description by a New Classified Employee SUPERVISOR'S [HIRING MANAGER] GUIDE**) are available on the HR web page under the **PAPERS** logo (<http://www.odu.edu/humanresources>). If you need assistance with the Certify Process, please contact Nadine Faulcon-Johnson, Compensation Manager, at extension 3-3067. **PAPERS** will automatically send a message to supervisors when they submit a completed evaluation to Human

Resources. The email message will remind supervisors that the next action they must take is to certify the employee's position description/performance plan for the new cycle – along with a reminder that the certify process must be completed by December 1st.

NOTE: HUMAN RESOURCES WILL CHARGE A \$50.00 FEE TO THE DEPARTMENT FOR EACH POSITION DESCRIPTION-PERFORMANCE PLAN THAT IS NOT CERTIFIED/SUBMITTED TO HUMAN RESOURCES VIA PAPERS BY THE DECEMBER 1st DEADLINE.