UADA Policy 400.1
Division Employee Performance

Scope

This policy provides general performance evaluation information, core competencies, goals, rating scale definitions, and details on performance improvement plans for UADA employees, excluding County Agents, Faculty, and Graduate Assistants.

Performance Evaluation

Performance evaluation is a process that should take place continuously. While day- to-day evaluation is usually informal, the Division requires that employees receive a performance evaluation on an annual basis. To capture feedback regarding their performance throughout the year, employees will also be required to complete a self-evaluation in Workday™.

Performance evaluations will be based on a calendar year (January-December) rating period with evaluations from the previous calendar year completed in Workday by March 31 of the following year.

Prior to completing the evaluation, managers should ensure that the employee's position restriction is up to date, as it will directly feed into the performance evaluation in Workday. Managers can use the Edit Position Restrictions and Edit Additional Data reference guides through Workday Learning to edit position details (Workday credentials are required for accessing the reference guides).

Core Competencies and Goals

Performance evaluations will be completed in Workday. Performance review templates will auto-populate responsibilities from the position and core competencies that have been developed at the UA System level for all employees.

Competencies will not count towards the overall rating for positions. However, managers will still be required to comment on how the employee performed in regard to the core competencies in the evaluation.

For positions, goals will be set by the manager for the review period.

Managers should review with their employees the established job responsibilities, core competencies, and goals (if applicable) within 30 days from initial appointment. Goals can be set by the employee or the manager in Workday using the Set Individual Goals reference guide in Workday Learning.

Core Competencies

Performance Rating Scale

Performance ratings for all employees will follow a five- point scale, displayed below. Employees who receive an overall Unsatisfactory rating should be assigned a Performance Improvement Plan (PIP) in Workday to correct any substandard performance issues. See the Performance Improvement Plan section below for more details on how to initiate a PIP.

Rating	Begin Range	End Range
Unsatisfactory - Performance generally fails to meet job expectations or requires frequent, close supervision of employee.	0	1.49
Needs Improvement - Performance meets some job expectations but does not fully meet remainder.	1.5	2.49
Satisfactory - Performance meets all essential job expectations. Occasionally exceeds management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.	2.5	3.49
Above Average - On a regular basis, performance is characterized by high quality work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.	3.5	4.4
Exceeds Standards - Performance consistently exceeds position requirements, goals, and management expectations. Resourcefulness and depth of program and technical knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievement.	4.5	5

Performance Improvement Plan (PIP)

A Performance Improvement Plan (PIP) is a way to address an employee's substandard job performance. A PIP can also be used for an employee who is not meeting performance goals, or after receiving a disciplinary action. Cooperation and continuing communication between the supervisor and employee are essential to the PIP's success.

Human Resources must be contacted prior to administering a Performance Improvement Plan.

In some instances, a disciplinary action may be a more appropriate initial step when there is unacceptable performance or behavior, misconduct, or an infraction of rules, regulations, or policies.

Appeals

See UADA Policy 400.2 – Non-Classified Employee Performance Appeals Procedure.