## SHRA PERFORMANCE APPRAISAL POLICY

### Summary of Key Policy Elements

| **ANNUAL CYCLE** | • April 1 to March 31  
|                  | • Implementation: 11 campuses will launch Summer 2016, 7 others will launch April 2017 |
| **3-POINT RATING SCALE** | • Exceeding Expectations  
|                        | • Meeting Expectations  
|                        | • Not Meeting Expectations |
| **PERFORMANCE PLAN** | • Complete between April 1 and May 30  
|                      | • Set Institutional Goals (50% of overall rating)  
|                      | • Set Individual Goals (50% of overall rating)  
|                      | • Set Talent Development Goals (not rated at end of cycle) |
| **INSTITUTIONAL GOALS** | • Set by UNC General Administration for all SHRA employees  
|                      | • **Five goals for all employees:** Expertise, Accountability, Customer-Oriented, Team-Oriented, Compliance & Ethics  
|                      | • **One additional goal for supervisors:** Supervision  
|                      | • Supervisors cannot change the content of these goals  
|                      | • Supervisors rate the totality of an employee’s work against these goals |
| **INDIVIDUAL GOALS** | • 3-5 strategic goals written by supervisor for each employee for this cycle  
|                     | • Not meant to cover the totality of the employee’s work  
|                     | • Intended to align with critical business needs and the University’s strategic goals |
| **CALIBRATION** | • Peer supervisors in a work unit meet at **beginning** of cycle to set expectations for employees in similar positions  
|                   | • Peer supervisors in a work unit meet at the **end** of the cycle to set consistency of ratings for employees in similar positions |
| **OFF-CYCLE REVIEWS** | • **Types:** interim, probationary, transfer, management-driven, employee-requested  
|                    | • Not a full appraisal (no ratings); generally a few paragraphs  
|                    | • Interim reviews only required if:  
|                    | • Employee received any rating of “Not Meeting Expectations” on last annual appraisal  
|                    | • Employees has active disciplinary actions  
|                    | • Supervisor chooses to conduct interim reviews  
|                    | • Chancellor (or designee) requires interim reviews campus-wide  
|                    | • Probationary reviews are required quarterly for probationary/time-limited employees  
|                    | • Employees can request one additional off-cycle review if it has been at least 60 calendar days since their last evaluation |
| **ANNUAL APPRAISAL** | • Complete between April 1 and May 30  
|                   | • Supervisor rates each institutional and individual goal to determine overall rating  
|                   | • Comments clarify ratings for performance that does not meet or exceeds expectations  
|                   | • Employees who received disciplinary actions during performance cycle and/or who have any rating of “Not Meeting Expectations” cannot receive overall rating of “Exceeding Expectations” |
| **SECOND-LEVEL REVIEW** | • The second-level supervisor of the employee is required to review the performance plan and annual appraisal before they are issued to the employee |
| **FORMS** | • UNC General Administration provides a paper version of the appraisal form  
|             | • Some campuses may use an electronic version of the form (e.g., PeopleAdmin) |
| **EHRA EMPLOYEES** | • UNC General Administration provides an optional EHRA evaluation form that complements the SHRA form. Institutions are not required to use the optional EHRA form. |