

Thursday, April 22, 2010

Performance Management for Non-Bargained Employee Groups

It is now time to begin the 2009-10 end-of-cycle performance reviews. As you may already know, this process has a solid, positive impact on individual and university success because it promotes a positive understanding between employees and supervisors regarding acceptable job performance.

Some employees may have concerns about engaging in this process this year given that a salary freeze is in place. Compensation is certainly an important consideration in the typical review process, but the open, productive and ongoing communications component of this process also is critical. This helps prevent misunderstandings relative to job expectations and maintain a steady progression toward the realization of employees' career objectives.

The Performance Management Process is facilitated with the use of the TEAMS – the Total Employee and Management Source online system located at <https://jobs.oakland.edu/hr>.

Those familiar with the Performance Management Process may notice some changes this year:

- By adding a new user type – Evaluation Reviewer – we have eliminated the need for employees to choose between a Dept Head, Admin Head and or VP/President for the performance review functions. The system is designed so that employees' supervisors are their evaluation reviewers regardless of a supervisor's level. As such, employees should submit their evaluations to the Evaluation Reviewer and vice versa. Once the evaluation is complete, the Evaluation Reviewer will submit the evaluation to HR. Other points to note include:
 - The Evaluation Reviewer user type will only be used for evaluations, which should help eliminate the confusion created by other user types.
 - The Evaluation Reviewer user type is used for direct report employees only. Administrators who have employees with other direct report supervisors can still gain access to these evaluations by changing the user type to the Admin Head-Eval or VP/President user types.
 - Supervisors will still have access to their direct report employees' evaluations by viewing active evaluations.
- The Accomplishments on Job Duties section also has undergone changes. Employees will no longer "self-rate" themselves and will be asked only to provide comments on their accomplishments in job duties. Evaluation Reviewers will rate employees on the Accomplishments on Job Duties, but no longer have to provide comments in this section.

The following is a timeline for completing the 2010 Performance Management Process:

By week of May 3 –
Employee accesses active evaluation at https://jobs.oakland.edu/hr .
Employee completes:
• Accomplishments on Job Duties • End of Cycle Comments on Goals • Employee Summary of Performance
Employee forwards active evaluation to supervisor (evaluation reviewer)
By week of May 24 –
Supervisor accesses employee's active evaluation
Supervisor completes:
• Rating on Job Duties • End of Cycle Comments on Goals • Supervisor's Overall Rating • Supervisor's Overall Comments
By week of June 14 –
Supervisor and employee meet to discuss performance.
Supervisor forwards evaluation back to employee.
By week of June 21 –
Employee completes:
• Employee Follow-up Comments • Employee Certification
Employee forwards active evaluation to supervisor (evaluation reviewer)
By week of June 30 –
Supervisor forwards to University Human Resources.

Training opportunities for the Performance Management Process are available at <http://www2.oakland.edu/training/>. Those interested are encouraged to register soon for a session. For your convenience, information about the Performance Management Process is available online at <http://www.oakland.edu/?id=9913&sid=154>.

Employees and supervisors are encouraged to complete the review process by the deadline date of June 30. Those with questions regarding the Performance Management Process should contact Gail Ryckman, University Human Resources at ext. 3480 or at ryckman@oakland.edu.

SUMMARY

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