

Tuesday, April 28, 2009

OU's year-end performance management system is online and improved

With the spring comes the 2008-09 end-of-cycle performance reviews. University administrators have designated this period as a time for employees to reflect on the past year and evaluate how offices or departments operate. The Performance Management Process is facilitated with the use of the online system at <https://jobs.oakland.edu/hr>.

University Human Resources (UHR) has worked to enhance the Web page for performance management. The site features a visual display and new tools to help navigate the process including a timeline to keep progress on track. Visit the site at [here](#).

Additionally, training opportunities are now offered. Employees can sign up for a traditional instructor-led session or attend a workshop with UHR representatives on hand to help with evaluations. For further details or to enroll in a training session or workshop, visit <http://www2.oakland.edu/training/>.

This process should be completed by Friday, June 30.

Changes to the Performance Management process include:

- The site identity is now called Total Employee and Management Source (TEAMS) – This recognizes the move from what started primarily as an online hiring system and has grown to become a robust tool for employee and manager housing position descriptions and the Performance Management Process.
- Two new required fields have been added to the Evaluation Details page – They are the evaluation cycle begin and end dates.
- The Accomplishments on Job Duties has some minor wording changes. The label “employee self-rating on job duties” more clearly describes this rating, which is completed by the employee according to the individual's perception of their own performance.
- The rating of “unsatisfactory” has been changed to “needs improvement.” Expanded definitions of these ratings have also been added to the rating pages.
- There is now a link to a list of action words on the goals page to help with writing goals.
- Employees will not be able to view their evaluation at the supervisor's level. After employees and supervisors meet, the supervisor will send the evaluation back to the employee queue for final viewing and comments.
- A second level reviewer sign-off is no longer necessary. When the evaluation is complete, the supervisor will submit it directly to UHR. Department and division heads will continue to have viewing capabilities and will work with their supervisors to ensure the integrity of the performance management process.

SUMMARY

The online Performance Management Process has been improved to help supervisors and employees with year-end performance reviews.

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