

Thursday, April 3, 2008

Annual staff performance reviews underway

For many Oakland University staff members, April 1 marks the transition from one annual performance cycle to the next, a time to reflect on performance over the past year. The 2007-08 end-of-cycle reviews are an opportunity for supervisors and non-bargaining employees to use the new online Performance Management System for the complete evaluation process. Training is available through UHR for those who need help with the online system.

Employees became familiar with the process by entering their goals and meeting with their appraisers during the mid-cycle review period. Supervisors and employees are encouraged to continue with the next step of the process by completing the annual evaluation at this time.

An outline of the steps follows:

- Employee accesses active evaluation at <https://jobs.oakland.edu/hr>.
- Employee completes:
 - Accomplishments on Job Duties
 - Employee Overall Rating
 - End of Cycle Comments on Goals
 - Employee Summary of Performance
- Employee forwards active evaluation to Supervisor.
- Supervisor accesses employee's active evaluation and completes:
 - Supervisor's Rating
 - Supervisor's Comments
 - End of Cycle Comments on Goals
 - Supervisor's Overall Rating
 - Supervisor's Overall Comments
- Supervisor and Employee meet to discuss performance.
- Supervisor forwards evaluation back to Employee.
- Employee completes:
 - Employee Follow-up Comments
 - Employee Certification
 - Forwards back to Supervisor
- Supervisor forwards to 2nd level Supervisor for review.
- 2nd level Supervisor forwards to University Human Resources the week of June 9.

Full documentation on **how to use the Performance Management System for end-of cycle reviews** is available on the UHR Forms Web site. A **timeline** to guide you in completing the process is also available.

Employees and supervisors who need help using the Performance Management System may enroll in an instructor-led workshop via the **UHR Training Web site**. Two types of in-person training on the new Performance Management System are available through UHR.

The first is a traditional training session in which employees and supervisors will learn how to access the Employee Summary of Performance and the steps necessary to begin the performance evaluation process. Supervisors will learn how to review and evaluate the employees who report to them. Sessions are currently scheduled for April 29, May 1 and May 14.

Workshop-style training is also available. As employees begin the performance evaluation process on the new online Performance Management System and have questions or need assistance, representatives from University Human Resources will be on hand to help at three training sessions scheduled for May 7, May 13 and May 21. Sessions will be held in a computer lab and participants will be able to work on their own performance evaluations.

For further details or to enroll in a training session or workshop, visit the **UHR Training Web site**.

Final evaluations should be complete and forwarded to University Human Resources the week of June 9.

Further communications will be forthcoming to discuss the process for the 2008 -09 cycle.

SUMMARY

For many Oakland University staff members, April 1 marks the transition from one annual performance cycle to the next, a time to reflect on performance over the past year. The 2007-08 end-of-cycle reviews are an opportunity for supervisors and non-bargaining employees to use the new online Performance Management System for the complete evaluation process. Training is available through UHR for those who need help with the online system.

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