

**From:** [UAB Chief Human Resources Officer](#)  
**To:** [Jinright, Lisa A](#)  
**Subject:** 2023 Performance Management Evaluation Cycle  
**Date:** Thursday, June 29, 2023 2:30:45 PM

Web Version



Dear HR Partners and Org Administrators,

Thank you for your collaboration with UAB Human Resources to create a consistent, easy and effective Performance Evaluation process. Our process helps drive excellence and achievement, as well as accountability in our daily workflow. We accomplish this with our ongoing process whereby managers and employees assess job performance, set goals and action plans, and recognize achievement. **The following contains essential information for this year's cycle.**

We are pleased to announce the [Performance App](#) is open for the 2023 performance cycle. The timeline for the 2023 performance cycle is July 1 through September 30, 2023. As a reminder:

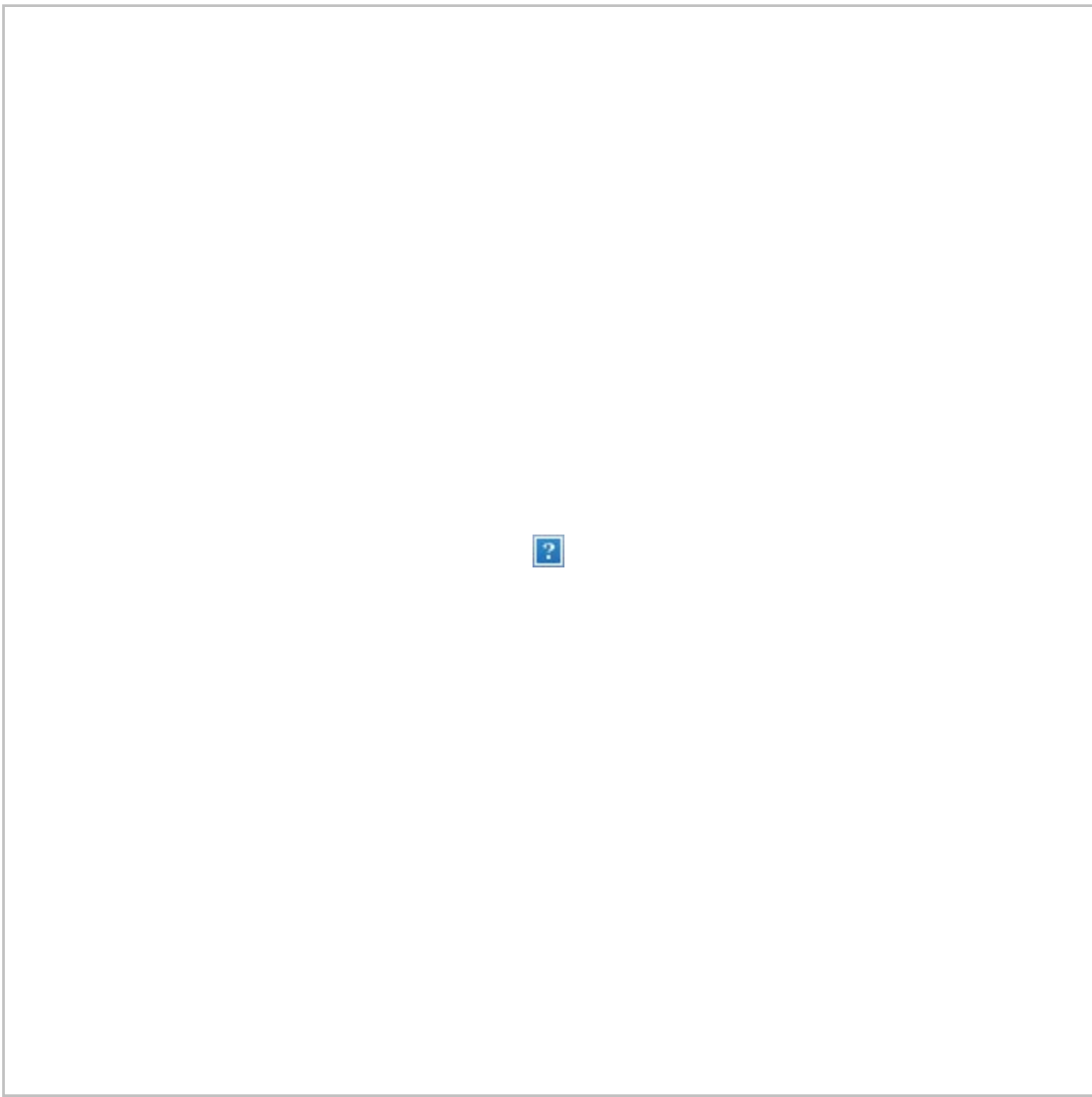
- Schools and units will complete the performance review by logging into the [Performance App](#), including all full-time (01) and part-time (03) staff in Workforce Group A.
- All faculty evaluations will continue to be uploaded into the [Performance App](#).
- Employees must submit self-evaluations, have conversations with managers, and managers must complete and upload evaluations by September 30, 2023.

### **What's New: Update to My Goals**

The My Goals section of the annual Performance Evaluation form has been separated from the My Self Evaluation section.

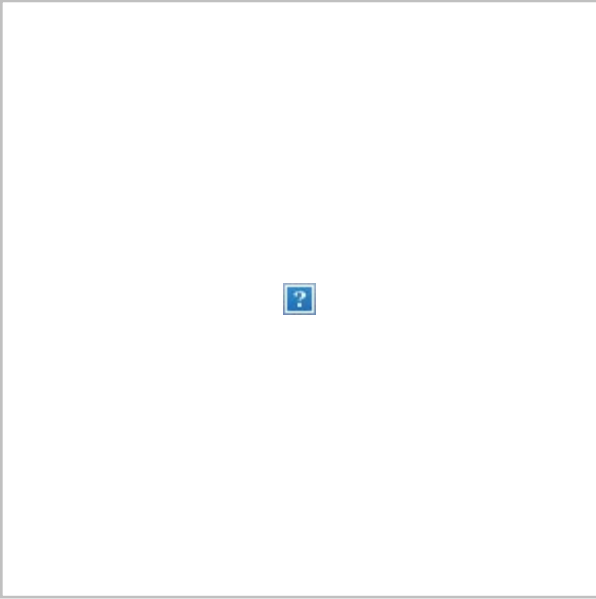


This change is designed to encourage employee engagement and assist with regular and quarterly check-in conversations. Employees are now able to view, add and amend goals throughout the year, as needed, as well as access their past, current and future goals.



The updated **[Performance Management site](#)** is live. Enhancements to the Performance Management site include curated tools, on-demand eLearning, and live (instructor-led training) programs. These resources aim to support managers and staff during the annual performance evaluation process and help foster a continuous performance management cycle with performance check-ins throughout the year.

Register now for the upcoming live



(instructor-led training) programs listed below.

**Performance Evaluation: Planning and Conversations for Managers**

*Tuesday, July 11, 2:30-4 p.m.*

[Click here to register.](#)

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**Performance Evaluation: Staff Making the Most of Your Review**

*Thursday, July 20, 9-10:30 a.m.*

[Click here to register.](#)

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**Making Feedback Work for You as a Manager**

*Tuesday, July 25, 1-2:30 p.m.*

[Click here to register.](#)

*Additional session dates are available on the [Learning & Development Calendar](#).*

If you have additional questions or suggestions on how we can help to make this a smooth process for your school/unit, contact us at [performance@uab.edu](mailto:performance@uab.edu).

The [FY24 UAB Academic and Administrative Compensation Guidelines](#) are available for your review and information to assist with decisions related to faculty and staff compensation practices. If you have any questions or concerns regarding these guidelines, please contact your HR Consultant or [HR Compensation](#).

Thank you for your commitment to the process.



**Janet L. May | UAB Chief Human Resources Officer**

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