

Attachment 1 – Process and Timeline:

Process:

- ✓ The evaluation period will be from October 1, 2019 – September 30, 2020
- ✓ Divisions will use the electronic evaluation form provided by the University via: <https://www.uab.edu/humanresources/home/performance-management>. The evaluation form still has a 5 point rating scale, however, it has been updated:
 1. **Does Not Meet Expectations** (previously Unsatisfactory)
 - *Does not meet minimum job requirements. Responsibilities are not met, and important objectives have not been accomplished. Needs immediate improvement.*
 2. **Meets some but Not All Expectations** (previously Needs Improvement)
 - *Performance in one or more critical areas did not meet expectations. Not all planned objectives were accomplished within the established standards, and some responsibilities were not completely met.*
 3. **Meet Expectations** (no change)
 - *Job requirements were met, and planned goals accomplished within established standards. There were no critical areas where accomplishments were less than planned.*
 4. **Meets Some, Exceeds Other Expectations** (previously Exceeds Expectations)
 - *Consistently meets or exceeds established standards. All requirements were met, and objectives were achieved.*
 5. **Consistently Exceeds Most Expectations** (previously Exceptional)
 - *Exceptional performance. Planned objectives were achieved well above the established standards, and accomplishments were achieved in unexpected areas*
- ✓ A folder has been created in the DOM Omni-view shared drive within each Division’s HR folder labeled “2020 Performance Management”

Timeline:

- ✓ Beginning the week of **July 13**, Supervisors will start communicating to all UAB benefited (01 or 03 status) non-faculty staff that they will be conducting performance evaluations and will inform them of the process, timeline and review period. Web application will be available July 15.
- ✓ Employees will be asked to complete a self-evaluation using the electronic evaluation form. This should be completed, saved, and submitted by the employee by **August 7**.
- ✓ Supervisors will review self-evaluations, complete their employee’s evaluation and review the evaluation with Division Administration by **August 28** and before meeting with employees.
- ✓ Upon Division Administration approval, the Supervisor will meet with the employee to discuss evaluation by **September 18**. Employee and Manager sign and submit the evaluation by **September 30**.
- ✓ If merits are awarded they will be effective **October 1** for workgroup A and F.