July 5, 2022

To: Division Directors, Division Administrators and Managers

From: Shane Wiley
          Executive Administrator, DOM

Re: UAB Staff Performance Evaluations
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For the past few years, the University has worked to create a consistent and effective Performance Evaluation process. The purpose of this communication is to make you aware of the expectation for the 2022 Performance cycle, July 1 – September 30, 2022.

For the 2022 Performance cycle, all full-time (01) and part-time (03) staff in Workforce Group A will complete their performance review via the Performance App. The updated electronic form for full-time (01) and part-time (03) staff in Workforce Group A were made available on July 1. The electronic form will allow employees to complete self-evaluations, and managers to complete evaluations of their direct reports, online.

On the Performance Management webpage https://www.uab.edu/humanresources/home/performance-management you will find resources to support you during this process including preparation for employees and managers, online learning resources, customized learning sessions, FAQs, and workshops. A copy of the email from Central HR will be included in the attachments for reference to these materials and more resources

DOM has once again identified training topics, common across all divisions, as areas of growth opportunities for employees in the DOM. These topics will be offered through-out FY 2022 and can be found in LinkedIn. We are recommending that each Supervisor assign at least two of these training opportunities as a goal for the upcoming year, and list these on the Performance Evaluation form under the Goal section. A list of the courses is attached.

An internal process and timeline has been developed for this year's evaluation cycle. The process, timeline and training courses are available on the attached documents. In addition, a report has been created for each Division that includes Supervisors and each employee's job role. All this information has been placed in the DOM Omniview share drive within each Division's HR folder labeled "2022 Performance Management" Please review the information attached, let us know if there are any questions. Thanks.

Attachments

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