

Attachment 1 – Process and Timeline:

Process:

- ✓ The annual evaluation period will be from October 1, 2020 – September 30, 2021
- ✓ 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:
 1. **Does Not Meet Expectations**
 - *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**
 - *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. **Meets Expectations**
 - *Job requirements were met, and planned goals accomplished within established standards. There were no critical areas where accomplishments were less than planned.*
 4. **Meets All, Exceeds Some Expectations**
 - *Consistently meets or exceeds established standards. All requirements were met, and objectives were achieved.*
 5. **Consistently Exceeds Expectations**
 - *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 "2021 Performance Management"

Timeline:

- ✓ Beginning the week of **July 12**, Supervisors will start communicating to all UAB full-time (01) and part-time (03) Workforce Group A 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 1
- ✓ 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 2**.
- ✓ Supervisors will review self-evaluations, complete their employee's evaluation and review the evaluation with Division Administration by **August 30** and before meeting with employees.
- ✓ Upon Division Administration approval, the Supervisor will meet with the employee to discuss evaluation by **September 13**. 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