

July 10, 2020

To: Division Directors, Division Administrators and Managers

From: Shane Wiley   
Executive Administrator, DOM

Re: UAB Staff Performance Evaluations

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The University continues its emphasis on completing performance evaluations on current benefited status UAB employees (01 and 03 status). In response to this, we are asking that all UAB benefited staff employees have a performance evaluation completed for 2020. We want to continue our efforts to ensure that employees are provided adequate feedback and have the opportunity to set goals for the coming year and will continue the Best Practice of having employees complete a self-evaluation.

Last year, we collaborated with Central HR in piloting the University's new electronic performance evaluation form. The new unified evaluation form allowed for a paperless evaluation process, based on job roles, and employees and Supervisors had the ability to complete and submit evaluation forms electronically. DOM will be using this electronic evaluation process again this year.

New for 2020!

- Timeframe extended by a month - Formal review period will be July 15 – September 30
- Easier way to print evaluations
- Reinstated a text box and prompt from previous evaluation forms that allow employees to describe resources or support needed from their supervisor.

DOM HR and Administration will be taking the recommendations from Organizational Learning and Development and will recommend the on-line learning relative for Covid-19. We are again encouraging 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. An internal process and timeline has been developed for this evaluation cycle, which will be made available on the DOM HR webpage <https://www.uab.edu/medicine/dom/faculty-staff/recruitment> along with the learning course recommendations.

In addition, a report has been created for each Division that includes Supervisor 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 "2020 Performance Management" Please review the information provided in this folder as well as on the DOM web page and let us know if there are any questions. Thanks.

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