## SHRA PERFORMANCE APPRAISAL POLICY

### Summary of Key Policy Elements

| ANNUAL CYCLE | • April 1 to March 31  
| • Implementation: 11 campuses will launch Summer 2016, 7 others will launch April 2017 |
| 3-POINT RATING SCALE | • Exceeding Expectations  
| • Meeting Expectations  
| • Not Meeting Expectations |
| PERFORMANCE PLAN | • Complete between April 1 and May 30  
| • Set Institutional Goals (50% of overall rating)  
| • Set Individual Goals (50% of overall rating)  
| • Set Talent Development Goals (not rated at end of cycle) |
| INSTITUTIONAL GOALS | • Set by UNC General Administration for all SHRA employees  
| • **Five goals for all employees**: Expertise, Accountability, Customer-Oriented, Team-Oriented, Compliance & Ethics  
| • **One additional goal for supervisors**: Supervision  
| • Supervisors cannot change the content of these goals  
| • Supervisors rate the totality of an employee’s work against these goals |
| INDIVIDUAL GOALS | • 3-5 strategic goals written by supervisor for each employee for this cycle  
| • Not meant to cover the totality of the employee’s work  
| • Intended to align with critical business needs and the University’s strategic goals |
| CALIBRATION | • Peer supervisors in a work unit meet at the **beginning** of cycle to set expectations for employees in similar positions  
| • Peer supervisors in a work unit meet at the **end** of the cycle to set consistency of ratings for employees in similar positions |
| OFF-CYCLE REVIEWS | • **Types**: interim, probationary, transfer, management-driven, employee-requested  
| • Not a full appraisal (no ratings); generally a few paragraphs  
| • Interim reviews only required if:  
| • Employee received any rating of “Not Meeting Expectations” on last annual appraisal  
| • Employees has active disciplinary actions  
| • Supervisor chooses to conduct interim reviews  
| • Chancellor (or designee) requires interim reviews campus-wide  
| • Probationary reviews are required quarterly for probationary/time-limited employees  
| • Employees can request one additional off-cycle review if it has been at least 60 calendar days since their last evaluation |
| ANNUAL APPRAISAL | • Complete between April 1 and May 30  
| • Supervisor rates each institutional and individual goal to determine overall rating  
| • Comments clarify ratings for performance that does not meet or exceeds expectations  
| • Employees who received disciplinary actions during performance cycle and/or who have any rating of “Not Meeting Expectations” cannot receive overall rating of “Exceeding Expectations” |
| SECOND-LEVEL REVIEW | • The second-level supervisor of the employee is required to review the performance plan and annual appraisal before they are issued to the employee |
| FORMS | • UNC General Administration provides a paper version of the appraisal form  
| • Some campuses may use an electronic version of the form (e.g., PeopleAdmin) |
| EHRA EMPLOYEES | • UNC General Administration provides an optional EHRA evaluation form that complements the SHRA form. Institutions are not required to use the optional EHRA form. |