

Performance Appraisal Process and Electronic System

Employee Relations and Human Resources

March 2014

Agenda

- Job Description Updates
- Competencies
- Performance Measures
- System Enhancements

Job Description

- Definition
 - Outlines duties and responsibilities of a position
 - Identifies skills, knowledge and abilities (KSA) to perform job
- Why is it important?
 - Foundation for determining competencies needed to fill position
 - Basis for communicating what is expected from the employee by the manager
 - Baseline for determining successful execution of the position
- Why Keep Current
 - Alignment on job expectations and for certain classifications, also compensation
 - Requirement by the State Universities Civil Service System

Competencies for All

- Professional
 - Accountability
 - Adaptability
 - Customer Focus
 - Communication
 - Team Work and Professionalism
 - Continuous Improvement
- Job/Position Specific
 - Job Knowledge/Expertise
 - Work Quality

Manager Competencies

- Allocating Resources
- Collaborative Conflict Resolution
- Developing and Coaching Others
- Managing Budgets (optional)
- Results Focused
- Long-Term Strategic Thinking

Performance Measures

- Meets or Exceeds Expectations
 - Work meets and in many cases exceeds requirements for the job.
 - While the employee may have a few areas to work on, his/her commitment and contributions are strong.

Performance Measures

- Needs Improvement and/or Development
 - Work meets basic requirements of the position, but not all.
 - While employee may have performed acceptably in some areas, performance must be improved in others.
 - Work may be below the basic requirements in some areas of the job where immediate improvement is needed.

Role Summary

Who	What
ER/HR	<ul style="list-style-type: none"> • Define and facilitate the process for UA • Support online tool • Draft and maintain job descriptions
Manager's Manager	<ul style="list-style-type: none"> • Review draft performance appraisal (optional) • Acknowledge receipt of signed performance appraisal
Manager	<ul style="list-style-type: none"> • Provide input and sign off on job description • Update job description annually • Reach alignment with employees goals and unit needs • Observe employee performance • Provide feedback on performance and success in meeting expectations of the position • Lead the performance appraisal discussion • Sign performance appraisal
Employee	<ul style="list-style-type: none"> • Develop work and professional goals • Perform and meet or exceed expectations • Listen and act on feedback • Prepare for the performance appraisal discussion • Acknowledge receipt of performance appraisal

System Improvements

- Enhanced editing and spell check for comments section
- Automated verification for key fields
- Improved routing and acknowledgements
- Expanded Review cycles for the review process

- UA Performance Appraisal System
<http://www.hr.uillinois.edu/cms/One.aspx?portalId=964839&pageId=1289065>
- Civil Service Probationary Forms
<http://www.hr.uillinois.edu/cms/One.aspx?portalId=964839&pageId=1022428>

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Questions?

