

# Implementing UA Performance Appraisals

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FOR  
MANAGERS AND EMPLOYEES

# Objectives

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Upon completion of the UA Performance Appraisal Webinar participants will be able to:

- Use the new online performance appraisal tool for completion of the reviews and circulation of signatures
- Describe respective role in the process
- Participate in effective performance reviews

# What's New?

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- Added Emphasis on Job Description Updates
- Modified Competencies
- Two measures for performance
- Automated – web based application
- Appraisals retained in ER/HR

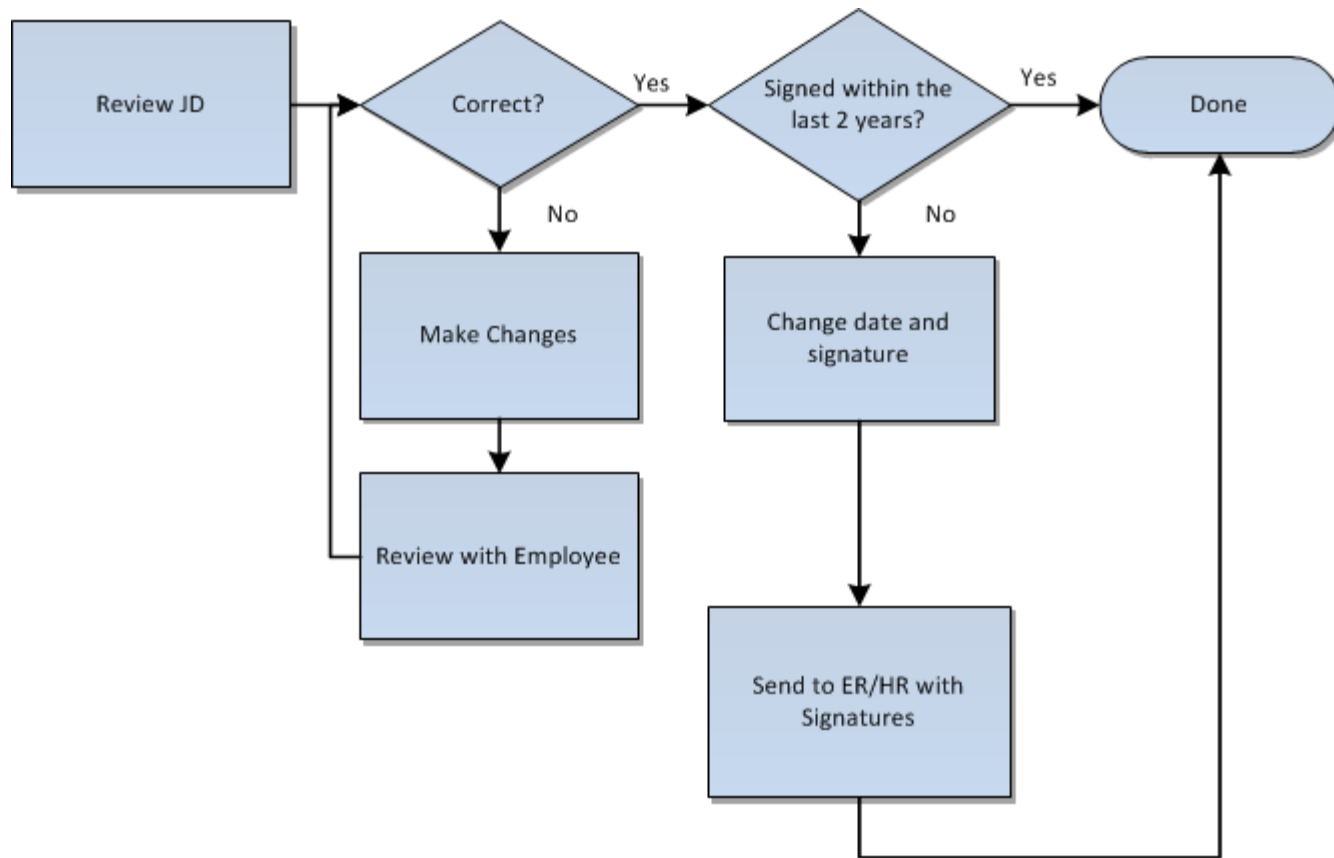
# Job Description

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- **Definition**
  - Outlines duties and responsibilities of a position
  - Identifies skills, knowledge and abilities (KSA) to perform job
- **Why is it important?**
  - Foundation for determining person 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

# Job Description Update Process

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# Competencies for All

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

# Competencies for Managers

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

# Performance Measures

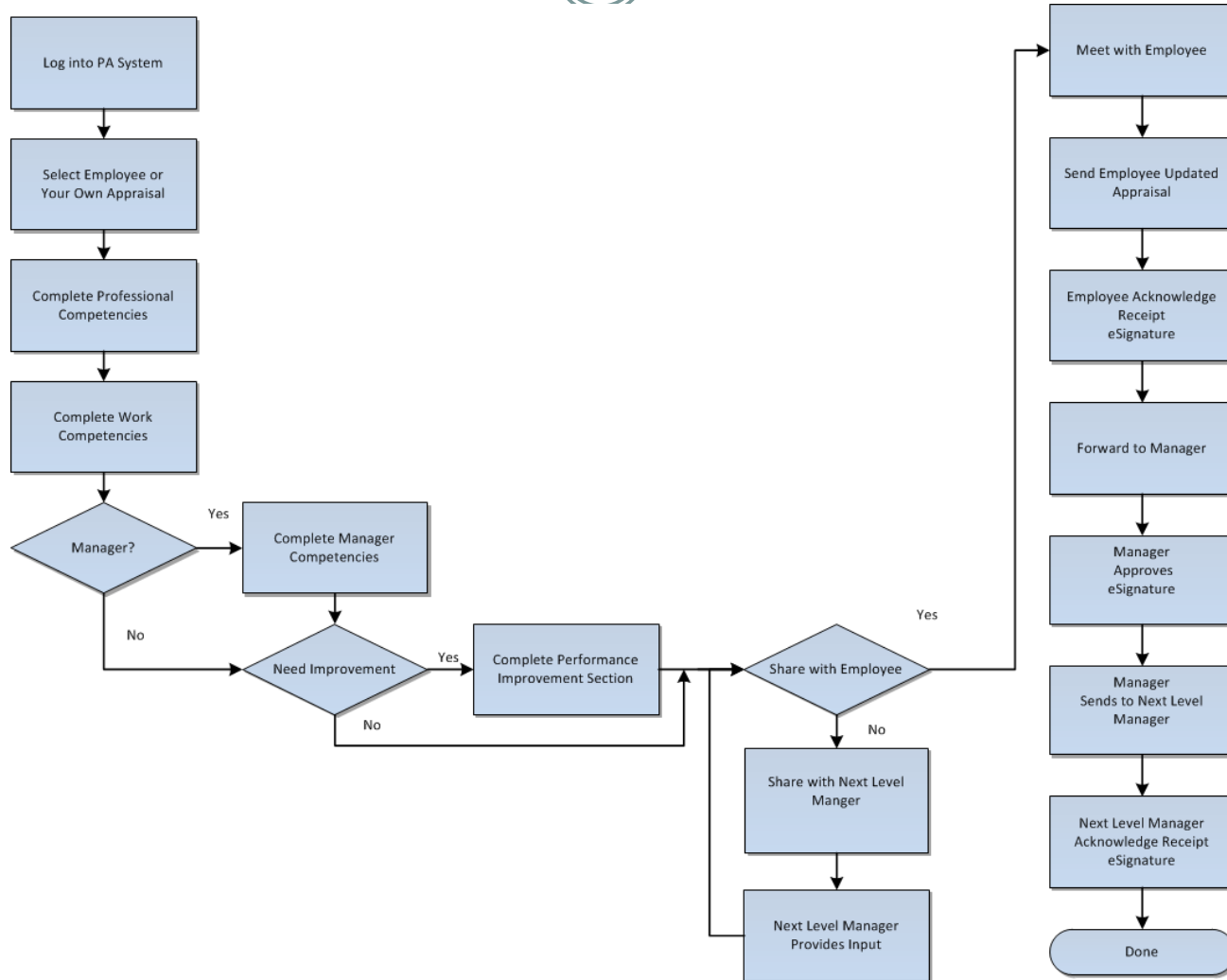
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- **Meets or Exceeds Expectations**
  - Work meets and in many cases exceeds requirements for the job.
  - While the employee may have a few areas to work on, his/her commitment and contributions are strong.
- **Needs Improvement and/or Development**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



# Electronic Performance Appraisal Process

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- Online Demo

# Role Summary

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Who	What
ER/HR	Define and facilitate the process for UA Support online tool Draft and maintain job descriptions
Manager's Manager	Signoff on job description Review draft performance appraisal (optional) Acknowledge receipt of signed performance appraisal
Manager	Provide input on job description and update existing Reach alignment with employees goals and unit needs Observe employee performance Provide feedback Lead the performance appraisal discussion Sign performance appraisal
Employee	Develop work and professional goals Perform and meet or exceed expectations Listen and act on feedback Prepare for the performance appraisal discussion Draft performance appraisal (optional) Provide comments (optional) Acknowledge receipt of performance appraisal

# Resources

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