

## SHRA PERFORMANCE APPRAISAL POLICY

### Summary of Key Policy Elements

<b>ANNUAL CYCLE</b>	<ul style="list-style-type: none"> <li>• April 1 to March 31</li> </ul>
<b>3-POINT RATING SCALE</b>	<ul style="list-style-type: none"> <li>• Exceeding Expectations</li> <li>• Meeting Expectations</li> <li>• Not Meeting Expectations</li> </ul>
<b>PERFORMANCE PLAN</b>	<ul style="list-style-type: none"> <li>• Complete by October 1. In following years, complete in April.</li> <li>• Set Institutional Goals (50% of overall rating)</li> <li>• Set Individual Goals (50% of overall rating)</li> <li>• Set Talent Development Goals (not rated at end of cycle)</li> </ul>
<b>INSTITUTIONAL GOALS</b>	<ul style="list-style-type: none"> <li>• Set by UNC General Administration for all SHRA employees <ul style="list-style-type: none"> <li>○ <b>Five goals for all employees:</b> Expertise, Accountability, Customer-Oriented, Team-Oriented, Compliance &amp; Integrity</li> <li>○ <b>One additional goal for supervisors:</b> Supervision</li> </ul> </li> <li>• Supervisors <u>cannot</u> change the content of these goals</li> <li>• Supervisors rate the totality of an employee’s work against these goals</li> </ul>
<b>INDIVIDUAL GOALS</b>	<ul style="list-style-type: none"> <li>• 3-5 strategic goals written by supervisor for each employee for this cycle</li> <li>• Not meant to cover the totality of the employee’s work</li> <li>• Intended to align with critical business needs and the University’s strategic goals</li> </ul>
<b>CALIBRATION</b>	<ul style="list-style-type: none"> <li>• Peer supervisors in a work unit meet at <u>beginning</u> of cycle to set expectations for employees in similar positions that may be used for individual goals.</li> <li>• Peer supervisors in a work unit meet at the <u>end</u> of the cycle to set consistency of ratings for employees in similar positions</li> </ul>
<b>ANNUAL APPRAISAL</b>	<ul style="list-style-type: none"> <li>• Complete in April of each year.</li> <li>• Supervisor rates each institutional and individual goal to determine overall rating</li> <li>• Comments clarify ratings for performance that does not meet or exceeds expectations</li> <li>• 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”</li> </ul>
<b>SECOND-LEVEL REVIEW</b>	<ul style="list-style-type: none"> <li>• The second-level supervisor of the employee is required to review the performance plan and annual appraisal before they are issued to the employee</li> </ul>

<b>OFF-CYCLE REVIEWS</b>	<ul style="list-style-type: none"> <li>• <b>Types:</b> interim, probationary, transfer, management-driven, employee-requested</li> <li>• Not a full appraisal (no ratings); generally a few paragraphs completed in the Appraisal Form.</li> <li>• Interim reviews only required if: <ul style="list-style-type: none"> <li>○ Employee received any rating of “Not Meeting Expectations” on last annual appraisal</li> <li>○ Employees has active disciplinary actions</li> <li>○ Supervisor chooses to conduct interim reviews</li> <li>○ Chancellor (or designee) requires interim reviews campus-wide</li> </ul> </li> <li>• Probationary reviews are required quarterly for probationary/time-limited employees</li> <li>• Employees can request one additional off-cycle review if it has been at least 60 calendar days since their last evaluation</li> </ul>
--------------------------	--