## SHRA PERFORMANCE APPRAISAL POLICY

### Summary of Key Policy Elements

<table>
<thead>
<tr>
<th>ANNUAL CYCLE</th>
<th>• April 1 to March 31</th>
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| 3-POINT RATING SCALE | • Exceeding Expectations  
                          • Meeting Expectations  
                          • Not Meeting Expectations |
| PERFORMANCE PLAN | • Complete by October 1. In following years, complete in April.  
                  • 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 & Integrity  
                       • **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 that may be used for individual goals.  
              • Peer supervisors in a work unit meet at the **end** of the cycle to set consistency of ratings for employees in similar positions |
| ANNUAL APPRAISAL | • Complete in April of each year.  
                    • 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 |

### OFF-CYCLE REVIEWS

- **Types:** interim, probationary, transfer, management-driven, employee-requested
- Not a full appraisal (no ratings); generally a few paragraphs completed in the Appraisal Form.
- 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