



Staff Performance Evaluation FAQs

- **Q1. What employee status qualifies for performance evaluations?**
 - A1. Regular full-time and regular part-time staff employees.
- **Q2. Do new regular full-time and regular part-time new hires participate in the performance evaluation process?**
 - A2. All regular full-time and regular part-time staff employees hired prior to May 1, 2021 should complete a performance evaluation.
- **Q3. What are the dates of the evaluation period?**
 - A3. The evaluation period is from June 1, 2020 – May 31, 2021.
- **Q4. When does the Staff Performance Evaluation process begin?**
 - A4. Typically, the performance evaluation process begins at the end of May. However, in an effort to provide employees and supervisors a manageable timeline during this pandemic period, we have delayed the staff performance evaluation process start date, provided for flexible targeted completion dates and expanded the completion period. Online training will be available and Self Appraisals may be entered beginning July 6, 2021
- **Q5. Will merit based compensation be available this year?**
 - A5. Although final decisions have not been made, the University is planning for merit based compensation to be available next year.
- **Q6. Why do I have to participate in the performance evaluation process?**
 - A6. Performance management is an ongoing responsibility and a valuable tool for employees and supervisors to document achievements, evaluate performance and track goals. Participation in the performance evaluation process is mandatory for all regular part time and regular full time staff employees hired prior to May 1, 2021.
- **Q7. How will performance during the pandemic period be evaluated?**
 - Q7. Self Appraisals and Performance Evaluations should be completed with the **entire** review period in mind. Most employees were working remotely or working a reduced/alternative schedule on/off campus during this pandemic period. Employees should include their work performance successes during the pandemic period, as well as their other performance efforts

throughout the year on the Self Appraisal. While supervisors should give consideration to this difficult period for employees, supervisors should not exclude an employee's performance during this period when evaluating performance.

- **Q8. Where do I access the system to enter my self appraisal?**
- A8. Employees and Supervisors will use the same link to access SharePoint to enter self appraisals and/or performance evaluations. Click here: [Staff Performance Self Appraisals and Evaluations](#).
- **Q9. Do you have any suggestions on how to enter my responses in the SharePoint system?**
- Q9. There are challenges when entering responses in SharePoint. Due to formatting issues resulting from using Internet Explorer, we recommend you use Google Chrome or Firefox as your web browser. Additionally, because you must save frequently to avoid losing your work in SharePoint, we strongly recommend you develop your responses in Word and then copy and paste your responses in SharePoint.
- **Q10. Where do I access the system to enter a performance evaluation for my employee?**
- A10. Employees and Supervisors will use the same link to access SharePoint to enter self appraisals and/or performance evaluations. Click here: [Staff Performance Self Appraisals and Evaluations](#).
- **A11. What if I am a supervisor and I have noticed that my direct reports are not correct in the SharePoint system for Self Appraisals and the Performance Evaluations?**
- Q11. The SharePoint system for Self Appraisals and the Performance Evaluations is built on the supervisor and direct report hierarchy in Oracle immediately prior to the system opening on July 6, 2020. Departments are responsible to update supervisor changes in Oracle (Phoenix). If your department has not updated changes to direct reports in Oracle prior to this date, the SharePoint system for Self Appraisals and the Performance Evaluation must be updated separately. Contact Amelia Grimes at agrimes1@twu.edu to have supervisor changes updated directly in the SharePoint system
- **Q12. What if I have additional questions about the process, problems with the system or need guidance on how to handle specific circumstances?**
- A12. Feel free to direct your inquiries to Amelia Grimes at agrimes1@twu.edu or Tony Yardley at ayardley@twu.edu.
- **Q13. What if I haven't entered and/or completed my goals prior to the start of the Performance Evaluation process?**
- A13. In general, goals should have been entered and completed prior to the end of the review period (May 31, 2021). If extenuating circumstances impeded your ability to enter and/or complete your goals, you should provide a specific explanation to your supervisor for their consideration.

- **Q14. Why was the decision made to add a goals question to the performance evaluation and weight the goals question in the scoring?**
- A14. The university is committed to employee goals aligning with the strategic goals of the divisions. Adding a way to measure goals in the performance evaluation is a logical step to encourage employees and supervisors to support the university's initiatives. Additionally, many employees and supervisors have expressed the desire to have goals measured.
- **Q15. Why are goals weighted differently, depending on the division?**
- A15. The university recognizes that some divisions may not have completed their division strategic goals and/or aligned individual goals with their division strategic goals. Therefore, Vice Presidents have the flexibility to determine the weight of goals percentage in the overall performance evaluation score.
- **Q16. What if I have been transferred during the performance evaluation period?**
- A16. Your current supervisor is responsible to complete the performance evaluation in the SharePoint system. However, your current supervisor should communicate with the prior supervisor, gather relevant information regarding your prior performance and reflect the performance of both positions in the performance evaluation.
- **Q17. Am I required to complete the Self Appraisal? What if my employee refuses to complete the Self Appraisal?**
- Q17. The Self Appraisal process is the best opportunity for employees to document and remind the supervisor of their accomplishments over the review period. For this reason, the Self Appraisal is mandatory. However, if an employee refuses to complete the Self Appraisal, a Performance Evaluation should be completed without the employee's input.
- **Q18: How do we handle goals for the next evaluation period?**
- A18. Division VP's will communicate their division's strategic goals to their departments for the next review period. We will communicate the time period for employee's to begin entering their goals for the next review period.
- **Q19. What if I have an employee that plans to resign or retire? Am I required to complete a performance evaluation for that employee?**
- A19. Performance evaluations are subject to state auditing. If an eligible employee is employed prior to May 31, 2021, state auditors will require a performance evaluation to have been completed. Additionally, many TWU resigning and retiring employees return to TWU service. An evaluation of a prior employee's service is a relevant record for review.
- **Q20. What if I want to appeal my performance evaluation?**
- A20. The content of the performance evaluations may be appealed through your chain of command. All appeals must be resolved by September 30, 2021. As always, Human Resources reserves the right to review any action that violates relevant University policies.