Enhancements to Our Annual Performance Evaluation for PPSM Covered Employees

As part of the Health System’s five-year Strategic Plan and our focus on strengthening our Performance Management programs, HR has made the following enhancements to the annual performance evaluation process for managers, supervisors and non-represented staff employees. In addition, we are also aligning with UC Davis campus in implementing changes to our tool that will result in more specific, meaningful feedback and more objective performance rating definitions.

Effective immediately, the performance management process for the Health System’s non-represented staff will change as follows:

- New evaluation tool
- New performance competencies
- Moving from a 3-level rating scale to a 5-level rating scale
- New rating distribution guidelines
- Accelerated due date (July 31, 2013)

The performance evaluation tool has been streamlined to be easier for managers and employees. Employees still have the opportunity to provide input through self-assessment. There are new performance competencies with which managers will rate employees. Some of those competencies include: Problem Solving/Innovation, Communication, Decision Making, Quality of Work and Teamwork; as well as additional competencies for managers and supervisors. This is a change away from the open text, narrative feedback that had been used in the past. Goals setting will be more structured, with three goals established for the future review period, as well as an area of focus based on one of the performance competencies as determined and discussed with your manager.
Previous 3-level Rating Scale
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectation

New 5-level Rating Scale and Rating Distribution Guidelines
- Exceptional (10%-15%)
- Exceeds Expectations (20%-30%)
- Meets Expectations (60%-65%)
- Improvement Needed (5%-10% when combined with Unsatisfactory)
- Unsatisfactory (5-10% when combined with Improvement Needed)

Expanding to 5 levels will also allow us to focus more on effectively managing our talent. We are educating managers and supervisors on these performance rating distribution guidelines. The majority of employees will receive a "Meets Expectations" evaluation. The "Exceptional" category will be reserved for those top 10%-15% of our employees. These new rating distribution guidelines will be used for all staff that is evaluated, including represented staff. See link below to the Performance Evaluation Rating Guideline Matrix:
http://intranet.ucdmc.ucdavis.edu/hr/ePerformance/evaluation_matrix.shtml

As with last year’s evaluation process, it will still be completed through eHR (PeopleSoft). Employees should have already received an email notification to begin work on their self-assessment, which must be completed by June 30th or sooner depending on your department deadline. For questions on the new 5-level rating scale, rating distribution guidelines or the new streamlined tool, contact your manager or Compensation at 734-5009.