Improvements to Annual Staff Performance Evaluations Coming this Summer

As part of the Health System’s five-year Strategic Plan and feedback provided in the most recent Employee Engagement Survey, improvements are continuing to be implemented to the annual performance evaluations for staff employees. Last year saw the launch of ePerformance. This year, substantive enhancements were made to provide more specific, meaningful feedback and more objective performance rating definitions. These changes apply to the 2012-13 annual performance evaluations for managers, supervisors and non-represented staff employees. Many of these elements are already in place for union covered employees.

Starting this summer, the performance evaluation ratings scales will expand as follows:

3-level Rating Scale (Old):
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations

5-level Rating Scale (New):
- Outstanding
- Very Good
- Fully Satisfactory
- Improvement Needed
- Unsatisfactory
In addition to the new rating scale, the performance evaluations will have a more structured format with about a dozen competencies. This is a change away from the open text, narrative feedback that had been used in the past, which is designed to provide more precise feedback. Some of the competencies include:

- Leadership
- Accountability
- Creativity and Innovation
- Interpersonal and Communication Skills
- Work Productivity
- Quality of Work
- People Management (for Managers and Supervisors)

As a way to identify top talent and strengthen bench depth, reviewers will be able to identify direct reports who they assess as “high potential” employees. “High potential” employees are top performers who would benefit from professional developmental opportunities that will ready him/her for a promotional opportunity within the Health System.

Employees will continue to have the opportunity to submit an on-line self-appraisal. Employees will be notified via email in early June when they can begin drafting their self-appraisal, which must be completed by June 30th.

Human Resources will be conducting workshops in April for managers, supervisors, and staff employees on these enhancements and performance management best practices. More information will follow regarding the date, time, and location of the workshops.

Managers and supervisors are encouraged to share this information with their non-represented staff. As a reminder, now is the time to discuss performance expectations with direct reports to avoid surprises in the annual performance evaluation. The evaluation cycle for managers and non-represented staff follows the fiscal year (July 1st to June 30th) and the deadline to complete evaluations on-line is September 1st.

If you have immediate questions, please contact Travis Lindsey, Employee and Labor Relations Manager.