FY19
PERFORMANCE MANAGEMENT

AUG 30 2019 | Performance Appraisal **DEADLINE**

THE BASICS

At the University of Virginia Health System (UVA HS), we actively encourage the ongoing personal and professional development of all team members. The UVA HS's annual Performance Management process supports this goal through performance planning, coaching and feedback, and an annual performance appraisal.

SUGGESTED TIMELINE

May **31**	JUN **21**	JUL **26**	AUG **09**	AUG **23**
Peer Review/ Get Feedback Due	Self-Appraisals Due (for applicable roles)	Performance Appraisal to Secondary Reviewer Due	Secondary Review Approval Due	Team Member Appraisal Review Meetings Due

RESOURCES

For detailed instructions on performance management (PM) processes, review the job aids & videos found on the PM website.
https://www.medicalcenter.virginia.edu/human-resources/performance-management

ELIGIBILITY

All **Medical Center (MC)** team members are eligible **except** for those:

◇ Who have not completed annual organizational mandatory training or competencies on or before June 30, 2019

◇ Hired on or after April 1, 2019

◇ On leave - will complete within 30 days of returning from leave

◇ On a performance warning –will complete within 30 days of the end of the performance warning

All **University of Virgina Physicians Group (UPG)** team members are eligible **except** for those:

◇ Hired on or after April 1, 2019

◇ On leave – will complete within 30 days of returning from leave

ACCESSIBILITY

Performance appraisals are conducted electronically using **Workday**.

To access and complete a Self-Evaluation:

◇ Click on the **Workday** icon on KnowledgeLink

◇ Log into Workday using Duo and the appropriate credentials

◇ Open your Workday Inbox

◇ Click on the task entitled "Self Evaluation…Year-End Appraisal'

◇ Activate the form by clicking 'Go to Summary Editor'

HELP

If you have any questions or need support:

◇ Visit the **Performance Management** website *(KnowledgeLink > Human Resources > Performance Management)*

◇ Ask your manager/leader

◇ Email **PerformanceMgmt@virginia.edu**

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