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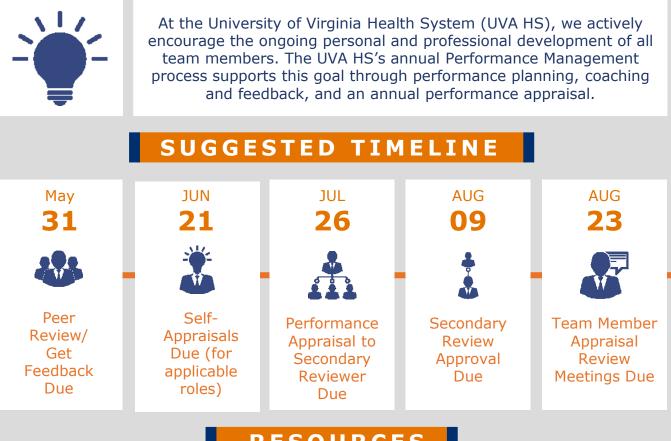
2019

FY19 PERFORMANCE MANAGEMENT

Performance Appraisal **DEADLINE**



THE BASICS



RESOURCES

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

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- 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 <u>Performance Management</u> website (KnowledgeLink > Human Resources > Performance Management)
- Ask your manager/leader
- Email <u>PerformanceMgmt@virginia.edu</u>

