

Performance Evaluations For Team Members

2019 – *Health System and Advancement*

A large sunburst graphic in the top left corner, with the word "Objectives" written in a bold, orange, serif font across its center.

Objectives

- Discuss Changes to the Performance Appraisal Process
- Navigate to Performance Evaluation, Goals, and Feedback

Names used in this presentation are fictitious.

What's New – Template Format

New

SOM, UPG, MC, and CMHSL are in the same appraisal template. Change to 3-point scale for SOM, UPG, & CMHSL. Includes ASPIRE values.

Why

Continue to align mutual purpose across Health System entities. Equitable and consistent process for employees and their managers in differing entities within HS.

What's New - Employee Driven

New

1. Team Member receives self-eval task in Workday
2. Submits completed eval
3. Eval routes to Manager for review

Why

- Workday delivered functionality
- Ensures team members are engaged in their professional progress

What's New - Goals

New

All team members/employees write goals.

Why

Per Health System Leadership – “using common method for aligning performance and supporting each individual’s growth and development as we strive to reach our greatest potential in reaching collective goals”.

What's New - Goals

New

There must be a minimum of 3 goals to submit a self-appraisal.

Why

Workday delivered functionality. Team members can click the Add button in the self-appraisal and write additional goals. When submitted, the manager can send back or continue to complete the appraisal with the newly added goals.

What's New – Agile Goal Setting

New

Goals can be added, edited or ended during the entire performance cycle.

Why

Allows the employee and manager to add, update, or sunset goals throughout the performance year. Allows for short-term goal completion.

Don't Have Enough Goals?

Write Goals

Once the performance appraisal launches, you must add or edit goals directly in the appraisal.

- The appraisal will not forward to the manager without a minimum of 3 goals.
- If the goal status was edited to “No Longer Necessary” and the manager-approved prior to the appraisal launching, a new goal must be written to replace it.
- Goals updated to “Complete” are considered 1 of the minimum of 3 goals.

What's New – Template Travels

New

Goals and appraisal are attached to an individual, not a job, manager or department. Items migrate with individual upon transfer.

Why

Workday delivered process improvement. Individuals can continue to work on appropriate goals after transfer and will be evaluated on goals that were completed prior to transfer.

What's New – Real-time Updates

New

When employee clicks “Submit” on the self-eval, the manager of record at that moment will receive the performance evaluation.

Why

Workday delivered process improvement. Workday updates templates in real-time.
Allows current manager to discuss future goals during evaluation conversation.

What's New – Distribution

Advancement

Goals are 100% of
evaluation.

Health System

Not Clinical Ladder RNs
or APNs

Goals = 50%
ASPIRE = 50%

Medical Center Only

Clinical Ladder RNs
and APNs

Goals = 50%
ASPIRE = 25%
CCL Behaviors = 25%

HS Rating Scales: Overall

Numeric Rating	Rating	Description
1.00	Does Not Fully Meet	Inconsistent results and/or behaviors. Minimum expectation not met. Needs immediate and sustained improvement.
2.00	Fully Meets Expectations	Dependable results and/or behaviors. Produces outcomes that meets all qualitative and quantitative measures. Occasionally exceeds expectations.
3.00	Consistently Exceeds Expectations	Goals exceeded frequently. Top performer who proactively seeks additional responsibility. Serves as role model to others.

HS Rating Scales: Ranges

Numeric Rating	Range	Description
1.00	1.00 – 1.70	Inconsistent results and/or behaviors. Minimum expectation not met. Needs immediate and sustained improvement.
2.00	1.71 – 2.60	Dependable results and/or behaviors. Produces outcomes that meets all qualitative and quantitative measures. Occasionally exceeds expectations.
3.00	2.61 – 3.00	Goals exceeded frequently. Top performer who proactively seeks additional responsibility. Serves as role model to others.

What's New – Feedback

New

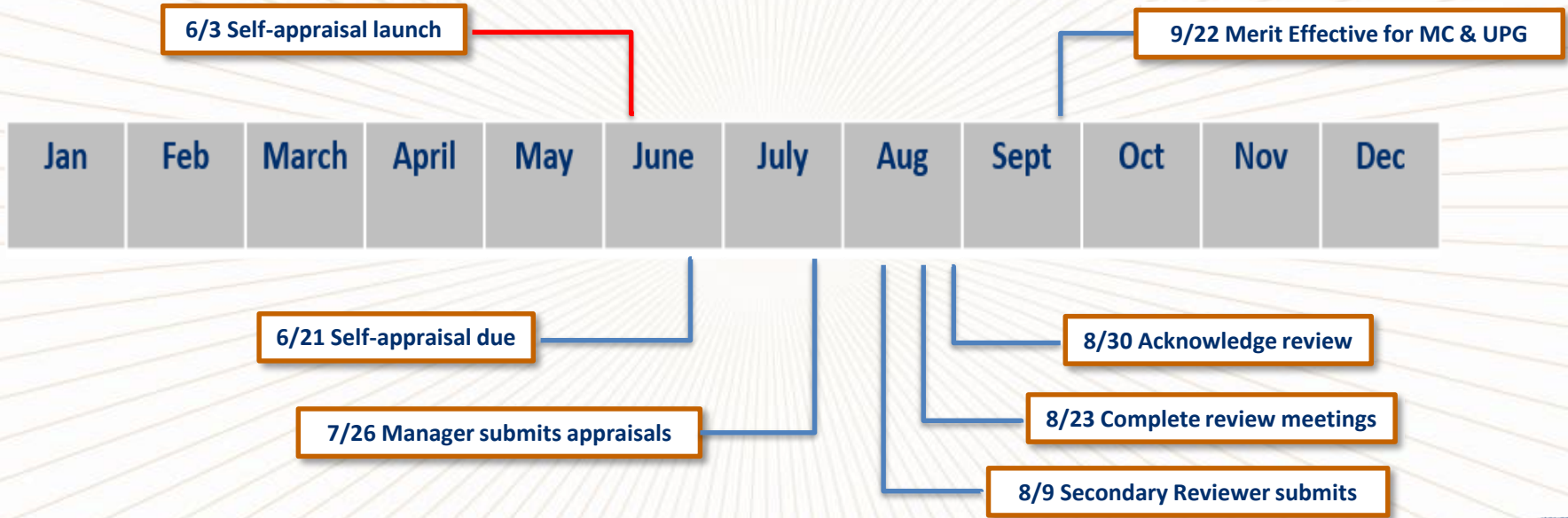
Managers and employees can request feedback from others at any time of the year. Workday can include feedback in appraisal.

Why

Workday delivered process improvement. Feedback does not always need to come from immediate manager or leaders.

Job Aid on requesting feedback: <https://virginia.box.com/s/7k9stuj8w0ucllf6zvcf4stkxre5kwj8>

Process / Timeline



Merit for SOM, CMHSL & Advancement is effective June/July 2020.

Tools & Resources

UVA HR Website

01



https://hr.virginia.edu/career-development/performance-management-process



MANAGERS

PROSPECTIVE EMPLOYEE

WEEKDAY LOGIN

SELF SERVICE



BENEFITS

WELLNESS

CAREER DEVELOPMENT

02

CHANGES

TIME OFF

CAREERS AT UVA

PERFORMANCE MANAGEMENT

03

TALENT DEVELOPMENT

EDUCATION BENEFITS

RECOGNITION & AWARDS

SUCCESSION DEVELOPMENT

PERFORMANCE MANAGEMENT PROCESS

04

HEALTH SYSTEM APPRAISAL TIMELINE

HEALTH SYSTEM PERFORMANCE MANAGEMENT UPDATES

ADVANCEMENT APPRAISAL TIMELINE

ACADEMIC DIVISION APPRAISAL TIMELINE

NEW HIRE PROBATIONARY STATUS

PERFORMANCE MANAGEMENT RESOURCES

APPEALS OF ANNUAL PERFORMANCE EVALUATIONS

FAQ

CONTACT US

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For a manager, it's an opportunity to engage your team, establish clear intentions, and foster productivity. Workday allows managers to solicit feedback on employees from individuals across the University at any time during the performance cycle. Managers can also take advantage of Workday's tracking and reporting functions to analyze long-term performance trends for entire units and departments.

➔ HEALTH SYSTEM SUGGESTED TIMELINE ➔ ADVANCEMENT SUGGESTED TIMELINE

Appraisal Timelines, Resources, and FAQ's



Health System Appraisal Timeline

The performance appraisal process is aligned across Health System entities to create a more consistent experience for all team members. Health System entities include:



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RESOURCES

Performance Website: <https://hr.virginia.edu/career-development/performance-management-process>

Goals:

Job Aid: Add Edit or Discontinue Goals <https://virginia.box.com/s/yi22u3oyw69t6yxluw1stvr62vlkiyvp>

Feedback

Job Aid: Request Feedback <https://virginia.box.com/s/7k9stuj8w0ucllf6zvcf4stkre5kwj8>

Job Aid: Give Feedback <https://virginia.box.com/s/x1ulbcbtgiouw8usjcvhknkh3n4a98r>

Self-appraisal:

Job Aid: Complete Self-appraisal <https://virginia.box.com/s/xbjf2gq86s3rvq1z6if34fvvgg279u6f3>



Questions?