

As part of the campus performance management program, all staff employees are to be appraised in writing annually. For 2017, each organizational unit must certify to Human Resources by **May 19, 2017**, that all staff have received annual appraisals for the 12-month performance period ending on March 31, 2017. We have published the [Performance Management Timeline](#) to HR's [Performance Management webpage](#). The timeline includes all of the required activities and recommended deadlines to enable each organizational unit to meet the May 19th deadline. Please review the information and communicate appropriate deadlines for your organization.

As you know, during 2015/16, based upon recommendations of a cross-functional work group, a new performance management program was developed to support meaningful differentiation of staff performance ratings. The new performance management program, which became effective beginning with the 2016/17 rating year includes:

- New rating level names and definitions which focus on the employee's successful achievement of performance expectations
- New performance factors and standards which are defined for common understanding and consistent application across all raters
- A behaviorally anchored rating guide which emphasizes and supports differentiation of performance ratings based upon observable performance/behavior
- A new appraisal form/process that assesses both goal accomplishment and day-to-day work performance
- An emphasis on employee development via the Individual Development Plan
- A requirement that performance appraisals be calibrated within each organizational unit and subject to 2nd level review before issuance to the employee
- A requirement that the supervisor take action to follow-up when an employee's overall performance does not meet expectations

To ensure supervisors are able to effectively utilize the new process, HR is providing training for supervisors of staff employees throughout February. The majority of these sessions have been scheduled directly with each organizational unit. If you have supervisors who were unable to attend the session scheduled for your unit, please contact Employee & Labor Relations to find an alternate date.

A web-based training for employees to help them better understand the new performance management program will be published later this month. A separate announcement will be sent when it is available.

If performance review calibration is new to your organizational unit, please refer to the [Calibration Resource Guide](#). Additionally, Employee & Labor Relations staff will be providing support to each organizational unit to help determine the best method for your unit to calibrate reviews.

Lastly, UC President Napolitano has required each campus to make the UC cybersecurity training course an annual goal for policy-covered staff who access UC computers or systems, and for compliance to be reflected in the written performance review as "met/not met". Our performance appraisal forms have been modified to include this requirement. Please note that noncompliance with cybersecurity training will impact an individual's merit award.

If you have any questions about the timeline or other performance management issues, please contact Employee & Labor Relations.

Thank you for your support in this important area.