

Steps for Processing Annual Appraisal Submissions for the 2008-09 cycle

First: Verify instructions with your team for consistency:

Before beginning the performance evaluation process, check with your unit's Business Officer or Executive Assistant to determine any special instructions they have been given to manage the forms for this year's submission. HR Consultants are meeting with supervisor groups through February and March to assist with the performance management process.

Steps to take for all occupational groups:

The Section IV Competency Assessment (the C,J,A determination) is **no longer included** in the annual appraisal process; these assessments will be placed on a longer review cycle. If you did your annual appraisal on a "PCAC" form last year, delete and save Section IV (the Competency Assessment information) into a separate file.

Supervisors of employees with work plans and annual appraisals done last year on the "PCAC" form (combined Performance Management AND Competency Assessment) have two options to transfer this information into the separate Performance Management (Work Plan and Annual Appraisal) form required for 2009:

- 1) You may transfer the information in Sections III and V into the new **Performance Management** form specific to your employee's career band. These are available from the HR web site under each specific career band [[click this link to find your career band http://www.hr.uncc.edu/CB/](http://www.hr.uncc.edu/CB/)] Then complete your annual appraisal on the new form as you did last year.
- 2) Or, after accessing your employee's PCAC, delete Section IV (the Competency Assessment), save it in a separate file, and replace the PCAC front page with a **new Performance Management front page** attached to the existing work plan/annual appraisal from Section III and the Career Development plan in Section V. Note: The front page must be attached to the existing work plan and annual appraisal for the 08-09 cycle; it is not a "stand-alone" document. You may access this form at the link below or from the HR Web Forms page.

<p>Performance Management Front Page</p> <p>(Use with electronically-stored PCACs to submit revised work plan, or annual appraisal at end of performance cycle. DELETES competency assessment section)</p>	<p>MS Word</p>
--	--

<http://www.hr.uncc.edu/forms/Classification/Performance%20Management%20Front%20Page.doc>

Are your evaluations within one of these occupational groups?:

*Accounting/Audit
Engineering & Architecture
Information Technology
Medical & Health
Property Security
University Programs*

*Business Officers
Information & Comm.
Human Resources
Perform. & Visual Arts
Specialty Trades & Electronics Student Services*

These occupational groups did not revise work plans during career banding implementation. You may choose to transfer your work plan information for the 2009-10 cycle into the new Performance Management form specific to your employee's career band. These forms must be accessed from the Career Banding web site under the specific job family and career band. Please call an HR Consultant if you cannot locate the Performance Management form to use for your employee. Human Resources will not be accepting evaluation forms used in the graded classification system.

Revising the work plan now will allow you to start the new cycle by communicating work goals to your employee that are consistent with the career banding competencies required in the job.

All supervisors will be required to revise their work plan based on functional and behavioral competencies before the next interim review. If you choose to delay updating your work plan for next year, HR consultants will be conducting training in work plan development over the next six months. Our recommendation is to revise your current work plans using the new forms as soon as possible, for the benefit of your employee. Make your expectations specific, measurable, and time-sensitive.

Example of a work expectation for a specific functional competency area:

<i>Transfer Functional Competencies from Competency Profile and number in Order of Importance for position.</i>	<i>Supervisor's Expectations of Employee (Discuss and submit within 30 days of hire)</i>
Project Management: Provides oversight for project(s) and all related activities. Establishes a set of tasks and activities associated with an intended outcome and timeline. Ensures actions are performed to achieve the results of the project.	Submits project plan with detailed timeline within two weeks of initial assignment. Prepares project status reports including current budget information for weekly meetings.

Complete the annual appraisal:

Once you have transferred work expectations into the **Performance Management (Work Plan, Annual Appraisal) and Career Development Form**, complete your annual appraisal as usual.

Plan for career development:

A career development plan for the employee should be in place to address growth potential.

Step required for overall ratings of "1" or "2"

Attach the Performance Improvement Plan [[link to http://www.hr.uncc.edu/forms/Classification/FORM-PerformanceManagementImprovementPlan.doc](http://www.hr.uncc.edu/forms/Classification/FORM-PerformanceManagementImprovementPlan.doc)] for any areas rated "2" or "Below Good" to the Performance Management form.

Final steps! Prepare for next year!!!

Go over any changes that you have made or plan to make to the **2009-2010 work plan** and your specific goals for **next year** with the employee. If your employee's work expectations have not been related to the required functional competencies of his or her career band, let them know that you will be making that change prior to the interim review.

The transition to career banding and the functional competency approach is an excellent time to revise, update, and condense your work plans to make them relevant and goal-oriented.