



Department of Human Resources

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Compensation and Classification
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MEMORANDUM

TO: All Supervisors of SPA Employees

FROM: Teresa Newman
Compensation and Classification, Human Resources

DATE: March 30, 2009

SUBJECT: Performance Management (Work Plan and Annual Appraisal) Checklist

As we did last year, we will be returning annual appraisals that are incomplete. If you have any questions about completing this appraisal correctly, please check with your college or department's Business Officer, Executive Assistant, or an HR Consultant for assistance. Please use the following checklist to ensure thorough completion of the annual appraisal. Performance management ratings will not be updated until all listed sections are complete.

- Correct Form: TITLE on first page is **Performance Management (Work Plan and Annual Appraisal)**.
The first page is not the same as a PCAC form.
- Section I – Position Demographic Information.
- Section II – Performance Appraisal Ratings on the 1-5 scale as defined on front of form (Not C, J, or A)*.
- Section II – End of Cycle Signatures
- Section III – Work plan Functional Competencies (or key responsibilities) and Behavioral Competencies (transferred from position description) and Supervisor's Expectations (specific goals).
- Section III – Final Demonstrated Performance Results.
- Section III – Final Performance Rating for each area evaluated (scale 1-5).
- Section III – Supervisor's Overall Comments (employee's optional)
- Section III – Methods of Evaluation
- Career Development Plan (opportunities for career development activities) and signatures.
- Performance Improvement Plan attached for any "2" (Less than Good) ratings

- *If you submit Section IV, the Competency Assessment, it will be returned to you with no new data recorded in HR. Competency assessment is no longer part of the annual appraisal process.

After an initial competency assessment has been done at grade-to-band implementation, at the end of probation, or after a job transfer/promotion, the competency assessment form should be revised for re-submission only when competency changes support a career progression adjustment AND your funding division allocates resources to career progression increase; OR when a position and compensation review is conducted by Human Resources.

If your overall assessment of the employee based on the competency profile exceeds the position level placement, you may have it reviewed by submitting a revised position description and a budget request through your Department Head. HR will then conduct a job audit to determine the appropriate competency level of the position.