

February 15, 2011

MEMORANDUM

TO: President, Vice Presidents, Deans
Directors and Department Heads

FR: Sam Connally
Vice President for Human Resources

RE: 2011 Performance Appraisal Guidelines for
Professional & Administrative and Classified Staff

As provided in PER 2.13, a written appraisal of each staff employee's work performance shall be made at least annually for all regular, full-time and part-time staff who have completed at least six months of employment. Annual performance appraisals are of great importance to you, your employees, and the university. Not only do they serve as communication tools, but they are also helpful in recognizing an employee's potential for promotion, identifying training and development needs, and establishing goals and objectives. Employees anticipate their annual appraisal as a time to gauge their success on the job, receive valuable feedback to help improve their performance, and help them grow professionally.

2011 Performance Appraisal Guidelines

In the spirit of being "green" and saving time and resources, effective with the current appraisal cycle, performance appraisal forms do not need to be submitted to Human Resources. Copies of the performance appraisal should be provided to the employee and retained at the department level. Unit Business Managers will be asked to complete a worksheet available in University Reports beginning March 1 to submit performance appraisal ratings to HR at the end of the appraisal cycle. See University Reports/Public Folder/HR/UBA/General/Performance Appraisal Ratings. Performance appraisals should be completed by March 31 and departmental performance appraisal rating worksheets should be submitted to Human Resources by April 15.

Existing Performance Appraisal Forms

The University's performance appraisal program will be reviewed during the coming year in collaboration with the Staff Senate and management representatives, with the goal of making systematic improvements for next year's appraisal cycle in 2012. In the meantime, for the 2011 appraisal cycle (based on 2010 job performance), supervisors with the concurrence of department chairs or directors may select one of five appraisal forms – including the basic staff performance appraisal form (available at <http://louisville.edu/hr/forms/paf.doc>) and three alternative appraisal formats (available under the University's "Employee Coaching System" available at <http://louisville.edu/hr/policies/coaching.html>). These include:

<u>Appraisal Form</u>	<u>Appraisal Method</u>	<u>Rating Scale</u>
Basic Staff Appraisal Form	Percentage & Factor Ratings	0-30 Points
Goal-Based Appraisal	Evaluation of Prior Agreed Goals	OESIF *
Job-Factor-Based Appraisal	Percentage & Factor Ratings	0-35 Points
Expectations-Based Appraisal	Narrative Evaluation, Overall Rating	OESIF

* Outstanding Performance, Exceeds Expectations, Solid Performance or Satisfactory Performance, Improvement Needed, or Failed to Meet Expectations

Free Form or Narrative Performance Appraisal Format

As an additional alternative format for the 2011 performance appraisal cycle, managers may opt to write a “free form” or narrative evaluation of the employee’s performance, provided it includes the following essential elements:

- Performance expectations for the prior appraisal period,
- Employee’s performance during the appraisal period,
- Performance expectations for the next appraisal period,
- Professional or staff development objectives for the next appraisal period, and
- Overall evaluation rating using the OESIF scale.

Salary Increase Eligibility

As you complete your performance appraisals, keep in mind that any salary increase awarded to a staff employee is contingent on an **overall rating satisfactory or above**, regardless of the rating scale you use. It has yet to be determined whether staff salary increases for FY 2011-12 will be based on flat dollar amounts or percent of salary (or a combination of both) or whether they will include a merit component. If a merit component is included, any merit increase would require an overall rating above satisfactory (O or E on OESIF scale, >15 on 30 point scale, >25 on 35 point scale).

For supervisors who are not familiar with the University’s performance appraisal system or would simply like a refresher on coaching for the best performance, HR staff will conduct performance appraisal workshops on the following dates and locations.

Friday	Feb 25, 2011	11:00 am – Noon	HR Training Rm
Friday	Mar 11, 2011	9:00 am – 10:00 am	HSC, Abell 110
Thursday	Mar 17, 2011	9:00 am – 10:00 am	HR Training Rm

If you are interested in attending one of the performance appraisal workshops, you may register on line at <http://louisville.edu/hr/performance-appraisal-training/view>. If you have questions regarding the University’s Performance Appraisal program, feel free to contact Mary Elizabeth Miles, Director of Staff Development & Employee Relations, at maryelizabeth.miles@louisville.edu or 852-6688. Thank you.