

January 13, 2014

**MEMORANDUM**

**TO:** President, Vice Presidents, Deans,  
Directors, and Department Chairs

**FR:** Sam Connally  
Vice President for Human Resources

**RE:** 2014 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.

**Performance Appraisal Guidelines**

Performance appraisals should be completed by March 31, 2013. Salary increase guidelines have not been determined, but will be published in early March. Be prepared to complete and provide Human Resources with the Performance Appraisal Overall Individual Rating Report in early April. To learn more this report in University Reports please visit <http://louisville.edu/hr/itemsofinterest/universityreportdirections.pdf>

Copies of the actual performance appraisal documents should be submitted to Human Resources by April 30, 2013. They may be submitted electronically or a hard copy can be sent through campus mail. If you elect to send electronic copies, please obtain all necessary employee signatures. The most efficient process is to scan and email each appraisal separately, so we can upload them directly into our electronic file storage system. You may also scan up to 50 pages of performance appraisals into a single .pdf file. To send appraisals electronically, email the .pdf file to [performance@louisville.edu](mailto:performance@louisville.edu). Signed copies of the performance appraisals must be provided to the employee.

## **Performance Appraisal Form Changes**

The Performance Management Committee, in collaboration with the Staff Senate, assessed the Performance Management Program which was launched in November 2011. A survey was sent to approximately 2000 staff and a forum was held with a cross-section of managers from each of our campuses. Based on the feedback we received, the following changes and clarifications were made to the performance appraisal form and process:

1. The revised form is formatted in Microsoft Word. (A temporary solution for this year, while we work on creating a fully automated version.) The Word document is easily manipulated and allows the user to add or delete boxes as necessary.
2. The instructions on page one (1) includes language which better explains the versatility of the form.
3. Section I (Job Factors/Goals) includes space to add the rank of importance OR percentage of time for each job factor. Completing these additions are optional.
4. Section V (Certifications and Signatures) is revised to highlight the appropriate signature lines for employees, first line supervisors and second line supervisors.

Supervisors and managers can access the performance management form at <http://louisville.edu/hr/training/performancemanagement.html>.

## **Salary Increase Eligibility & 2014 Salary Guidelines**

Supervisors and managers are reminded that staff employees must receive an overall rating of meets expectations or above to be eligible for any salary increase. Employees who receive a needs improvement or fails to meet expectations will not be eligible for a salary increase.

Supervisors should be aware that the University intends to return to merit-based increases for staff this year, to the extent that merit funds are available. The amount of merit increase funds has not yet been determined. However, should merit funds be allocated for salary increases, 2014 salary guidelines will include language which links overall performance ratings to merit increases. Therefore, it is imperative that each employee receive a performance evaluation for calendar year 2013.

## **New and Ongoing Training Opportunities**

Beginning January 15<sup>th</sup>, 2014 the HR Staff Development Team will offer two (2) new trainings to assist supervisors in the performance management process. Based on your feedback, it was determined there was a need for training on how to fill out the appraisal

form as well as how to have difficult conversations. We heard you and are happy to oblige. Below is the performance management training schedule for 2014. Based on demand, additional courses may be added.

### Performance Management Training Schedule

#### **Performance Management Overview for Supervisors (Oldie but Goodie)**

*January 17<sup>th</sup>, 9:30-10:30 a.m., Human Resources 103A*

*January 24<sup>th</sup>, 9:30-10:30 a.m., Abell Building 110*

#### **Having Difficult Conversations (New!)**

*January 21<sup>st</sup>, 9-10:30 a.m., Human Resources 103A*

*January 22<sup>nd</sup>, 2-3:30 p.m., Abell Building 109*

*January 23<sup>rd</sup>, 10-11:30 a.m., Human Resources 103A*

*January 30<sup>th</sup>, 9-10:30 a.m., Human Resources 103A*

#### **How Do I Evaluate Job Factor Expectations and Determine Overall Scores (New!)**

*January 21<sup>st</sup>, 2:30-3:30 p.m., Abell Building 109*

*January 23<sup>rd</sup>, 3-4 p.m., Human Resources 103A*

*January 28<sup>th</sup>, 9-10 a.m., Human Resources 103A*

If you are interested in learning about the performance management system or you need a refresher, register online at <http://louisville.edu/hr/training/performance-management-training> for any of the workshops above. If you have questions regarding the University's Performance Management System, feel free to contact Brett Steele, Training Coordinator at [brett.steele@louisville.edu](mailto:brett.steele@louisville.edu) or 502-852-6698. Thank you.