The 2019-2020 performance cycle for SHRA employees ends on June 30th. Ratings and comments with final signatures must be submitted to Human Resources no later than July 31st.

Forms should be sent to: perfeval@uncsa.edu

The Performance cycle should:

1) Recognize accomplishments and/or identify developmental needs;
2) Promote greater understanding of current and/or future goals (University, departmental, work unit), as well as, the employees specific role in facilitating achievement of these objectives; and
3) Discuss skills development/enhancement opportunities to encourage continuous learning and to enable career growth.

Things to remember:

SHRA PROBATIONARY/TRANSFERS
- All employees hired as of October 1, 2019 must also receive final reviews;
- Those hired after October 1, 2019 will not receive a rating but work plans/interim reviews should be submitted to HR with the insufficient time to evaluate checked on the signature page;
- Probationary reviews are required quarterly for probationary and transfers; and
- The second level supervisor of the employee is required to review the performance plan and interim appraisal before they are issued to the employee.

SHRA ANNUAL APPRAISAL
- Supervisors rate each Institutional and Individual goal to determine overall rating;
- Comments should support ratings for performance that does not meet, meets and/or exceeds expectations;
- Employees who received disciplinary actions during the performance cycle and/or who have any rating of “Not Meeting Expectations” cannot receive overall rating of “Exceeding Expectations;” and
- The second-level supervisor of the employee is required to review and sign the annual appraisal before they are issued to the employee.

Please contact Camilla Norris, Employee Relations Manager if you have questions and/or need assistance.