

Performance Management Evaluation Q&A

1. Why was the new process developed?

Personal and professional growth is foundational for every employee and the responsibility of every supervisor. In October 2015, a standard staff evaluation form was implemented to allow for consistency across the campus and meet our requirements of a documented evaluation every year. Beginning with the 2015-2016 evaluation period this standard evaluation form will be used for all non-bargained for staff members. Faculty evaluations need to be conducted as outlined by their school/college.

2. What are MARs?

MARs are your Major Areas of Responsibility. MARs are the essential job functions of your job that make up the total effort of the position. For example the job function of processing temporary hourly appointments from posting to hire 30%; advising students on academic matters 50%.

3. Why are Work Values and Behavior Important?

Your major areas of responsibility are only a part of the contribution you make to the mission of the UM-Flint. Work Values and Behaviors provide insight on HOW you perform your duties. For example, a major area of responsibility may be to respond to the needs of customers. The Work Values and Behaviors are also tied to the competencies of a position and the competencies is one measure of job performance.

4. Why did we eliminate "Exceeds Standards"?

The evaluation tool allows the supervisor to recognize performance beyond the standard in the narrative section of the performance evaluation tool. Comments to more fully describe performance can be documented in the General Comments section.

5. Where do I respond to each of the MARs?

The MARs are a listing of major areas of responsibility from the employee's job description. Responses to the MARs can be added to any of the Areas of Focus for Next Year or other narrative sections of the tool where appropriate.

6. Who completes the narrative for the MARs in order to start the process?

The employee initially completes the listing of MARs or the employee and supervisor can agree to take a different approach where the supervisor develops the initial MARs.

7. How is effort percentages determined, and does that lock a job duty in to being performed only that amount of time?

In most cases, the job description identifies the expected percentage of effort. However, the percentage of effort may change as agreed to by the supervisor to accommodate current needs during the year.

8. What role does this evaluation play in the merit planning?

The performance evaluation tool documents performance and is one of several variables that help determine merit pay. While documenting performance, the competencies are reviewed to determine staff member's strengths and weaknesses based on the competencies of the position.

9. How will the evaluation feedback be used?

Evaluation feedback should be provided by the supervisor at least two times per year to track goals and highlight areas of improvement. The initial Work Plan is a collaboration of the employee and supervisor to set goals and measure performance. Feedback evaluation can also be used to establish development and assist with career development goals.

10. How does a supervisor identify high performing employees?

There are many avenues for identifying high performing employees. The evaluation tool includes three narrative sections which the supervisor may use to recognize specific and measureable "high performing" actions of the employee.

11. Why are there no examples for "Improving toward Expectations" in the examples?

The Work Values and Behaviors document provides examples of competencies and is a guide to a range of examples.

12. When is it due to Human Resources?

The evaluation is due to Human Resources no later than May 31, 2016. Keep in mind that division leaders may require an earlier deadline for division reviews.

13. What happens if my supervisor does not complete my evaluation?

All supervisors are responsible for completing staff member(s) evaluations. Concerns should be directed to Human Resources.