

May 23, 2007

PRINCIPAL OFFICERS  
MANAGERS AND SUPERVISORS

Dear Colleagues:

Re: Annual Call—Performance Appraisals / Performance Management Program

I write to announce the annual call for performance appraisals. Performance appraisals are required annually for all career employees and are an essential component of a successful performance management program. I ask for your full participation in making this a record year in the performance appraisal completion rate for each division.

As we have all agreed, moving to a comprehensive and standardized program of performance management is an important goal for the campus, one that will have significant benefits for our employees. For the 2006-07 review period (July 1, 2006 through June 30, 2007) new forms have been recently introduced to the campus and are provided on-line. I strongly encourage principal officers to establish divisional guidelines that outline expectations for performance review and establish requirements for the use of the standardized forms. Your division may choose to designate one or more specific forms to be used, depending upon the job responsibilities of employees being reviewed.

Completed and signed performance appraisals should be submitted to the appropriate service team in Staff HR by August 15, 2007. Managers and supervisors who leave for the summer months or supervise staff on summer furloughs may complete the required forms in May or June in order to meet the August 15 deadline.

The completion of the performance appraisal is an important final step in the 2006-07 performance management program. Please note that the Merit Program for Non-represented Staff will be implemented this fall as a performance-based program. The ratings for the merit program will be directly linked to the performance appraisals you complete. Additional information on this program will be communicated to managers, supervisors and employees as details are finalized.

This announcement is being sent to all managers, supervisors, staff and faculty who supervise staff. For further information regarding the performance management process, please contact your service team or Senior HR Partner Cecile Morris (x9-3935 or [cecile@ucsc.edu](mailto:cecile@ucsc.edu)). Staff HR also provides classroom training and in-house briefings for learning performance management skills. If you have not already done so, I recommend that you enroll in the existing Performance Management Series. A web-based training program is due to be completed for the 2007-08 review cycle.

Thank you in advance for your engagement in our continuing effort to make performance management a top priority on our campus.

Sincerely,



David S. Kliger  
Campus Provost and  
Executive Vice Chancellor

cc: Acting Chancellor Blumenthal  
UCSC Staff