

May 13, 2009

To: Principal Officers; Managers and Supervisors

From: Willeen McQuitta, Assistant Vice Chancellor, Staff Human Resources

Re: 2008-09 Annual Call for Performance Appraisals

I write to announce the annual call for performance appraisals. Performance appraisals are required annually for all career staff employees and are an essential component of a successful performance management program. I ask for your full participation in making this another record year in the performance completion rate for each division. We had a 96% completion rate for the 2007-08 review period, which was an improvement over the previous year. This is an impressive record and I hope we will improve even more this year.

Overall, the process this year is essentially the same as last year. The main difference is in the forms themselves. This year, the appraisal forms include a section on health and safety to be used by all supervisors and managers to provide feedback to all employees for the current review period, July 2008 through June 2009. All appraisal forms are provided on line at: <http://shr.ucsc.edu/shr-procedures/manage-performance/forms.htm>

As in past years, I strongly encourage principal officers to establish divisional guidelines that outline expectations for the performance review process and establish requirements for use of the standardized forms. Your division may choose to designate the use of one or more specific forms, depending on the job responsibilities of employees being reviewed.

Completed and signed performance appraisals should be submitted to the appropriate service team in Staff Human Resources (SHR) by close of business on Friday, August 14, 2009. Managers and supervisors who leave for the summer months or supervise staff on summer furloughs are encouraged to complete the required forms in May or June in order to meet the August 14 deadline.

The completion of the performance appraisal is an important final step in the 2008-09 performance management process. This announcement is being sent to all managers, supervisors, staff and faculty who supervise staff. SHR 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 new web based training program is available on line at: http://shr.ucsc.edu/shr-procedures/manage-performance/pm_training.htm.

For further information regarding the performance management process, please contact your service team or the Manager of the SHR Management Services Team, Cecile Morris (x9-3935 or cecile@ucsc.edu).

cc: Chancellor Blumenthal
UCSC Staff Employees