Guidelines for Competency-Based Performance Evaluation

**PURPOSE:**
- Performance Management is an important component of the manager/employee relationship. Effective Performance Management is an ongoing process that engenders an open, honest, and productive work environment at the university. The Performance Management process is a continuous cycle that begins during the initial hiring process and continues throughout a yearly cycle of planning, task assignment and review, mid-year review, performance evaluation, recognition, and assessment of potential. It is task-oriented, participative, and developmental. It provides managers and employees the opportunity to clearly communicate around the issue of performance expectations and to develop a formalized plan for meeting those expectations. The performance evaluation is the formal opportunity during the performance cycle for the manager and employee to review overall progress made during the year and to plan for success for the upcoming year. The performance evaluation serves as the official record supporting personnel decisions such as salary increases, promotion, performance probation, or dismissal.

**FREQUENCY:**
- New classified employees receive an evaluation prior to their 3-month and 6-month anniversary dates.
- All non-faculty employees receive an annual evaluation based on the previous calendar year (January-December). This form may be used for classified or exempt.

**PLEASE NOTE:** Optional forms are available at http://www.uidaho.edu/human-resources/forms. Review the options available and choose the form that best meets your needs as you evaluate employee performance.

**INSTRUCTIONS FOR COMPLETING THE COMPETENCY-BASED PERFORMANCE EVALUATION FORM:**

1. Check with your college/division for guidelines to ensure consistency throughout your unit.

2. Employees should actively participate in the performance evaluation process. One suggestion is to have the employee provide you with an assessment of their work on the evaluation form or ask them to briefly summarize their accomplishments, challenges, needs, or support prior to the meeting. Supervisors should not use the employee’s narratives or any ratings in the final formal performance evaluation document. This information can help identify gaps between an employee’s perceptions of him or herself and those of their supervisor. These gaps are great talking points for the evaluation discussion.

3. Carefully review a copy of the employee’s job description and performance development plan (if available) while completing the evaluation form of your choice. In the event a University of Idaho job description cannot be found, Human Resources can assist you with creating one.

4. Complete the employee information section at the top of the first page of the evaluation form.

5. Identify and list (where appropriate), comment on, and rate each of the following. Supervisors are encouraged to seek employee feedback before completing the comment and rating sections.
   - **Organizational Core Competencies** – These are the abilities, attributes, behaviors, technical proficiencies, traits, etc., identified as important for all UI employees. Use the categories provided to comment on and rate core competencies.
   - **Job Responsibility Factors** – These focus on what the employee is expected to do. Fill in the key job responsibility factors. You can identify the job responsibility factors by referring to the University of Idaho job description (UIJD) “Responsibility” section or the “Key Task Assignments” in the Performance Development Plan (PDP). When considering each of the job responsibility factors, careful consideration should be given to the quality, quantity, resource management and timeliness of work. When applicable, human resource management responsibilities should be included here, with consideration given to employee effectiveness in the areas of performance planning, employee development, employee appraisal, and resolution of personnel issues.
6. Identify and comment on the following:

- **Projects, Goals, Major Achievements** – This section is intended to identify and review progress toward completion of assigned projects, established goals, and major achievements during the performance period. Refer to the employee’s performance development plan (if available), project plans, goals, and/or documentation regarding achievements during the performance period.

- **Training Completed During Performance Period** – This section identifies job-specific training completed during the performance period. For information regarding training offered at the university, or to request transcripts of completed trainings, contact Professional Development and Learning at 885-2323, or pdl@uidaho.edu.

7. Provide an overall performance rating in the “Summarized Performance Rating” section on the first page of the evaluation form along with a narrative summary in the “Supervisor’s Summary Comments” section, taking into consideration all aspects of the employee’s job performance over the evaluation period.

**NOTE:** As stated in Idaho Code 67-5309, “advancement in pay shall be based solely on performance.” A performance evaluation must be on file for every employee receiving a merit increase. See also Faculty-Staff Handbook section 3340. Please refer to the Faculty-Staff Handbook, sections 3360 and 3930 for Summarized Performance Ratings of “Needs Improvement” or “Unsatisfactory.” The Executive Director for Human Resources or designee will work directly with the supervisor and Dean/Director when this is the recommendation.

8. Schedule a time to meet with your employee to discuss the evaluation and agree on job-related goals for the upcoming evaluation period. You may choose to complete a Performance Development Plan (PDP), found at http://www.uidaho.edu/human-resources/formst to establish goals and expectations to guide the work of the upcoming performance year. For more information about the PDP, contact Brandi Terwilliger, Director of Human Resources, at 5-3008 or brandit@uidaho.edu. If the PDP form is not used, a list of job-related goals for the upcoming evaluation period should be prepared.

9. Ensure that the employee has an opportunity to complete the “Staff Member Comments” section.

10. **Goal Setting** – The Employee and Supervisor complete this section together. Employee and Supervisor will list job-related goals for the next evaluation period and explain how these goals can be achieved.

11. Complete any remaining sections.

12. Sign the evaluation; obtain the employee’s signature, and the departmental administrator’s signature (and other signatures as required by college/division).

13. Distribute copies: Send PDF copy of signed evaluation to Human Resources via the shared drive space appropriate to your college/unit; copy to employee; copy to supervisor for department file. Please include a copy of the University of Idaho job description if employees’ job responsibilities have changed.