# SHRA Performance Appraisal Summary

<table>
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<tr>
<th><strong>Performance Cycle</strong></th>
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<tbody>
<tr>
<td><strong>ANNUAL CYCLE</strong></td>
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<td>➢ April 1&lt;sup&gt;st&lt;/sup&gt; to March 31&lt;sup&gt;st&lt;/sup&gt;</td>
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<tr>
<td><strong>RATING SCALE</strong></td>
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| ➢ Three-point rating scale:  
  • Exceeding Expectations (3)  
  • Meeting Expectations (2)  
  • Not Meeting Expectations (1) |
| **EMPLOYEE PLAN** |
| ➢ "Performance Plan"  
  ➢ Complete between April 1 and May 31  
  ➢ Institutional Goals (50% of overall rating)  
  ➢ Individual Goals (50% of overall rating)  
  ➢ Talent Development Plan/Learning Plan |
| **INSTITUTIONAL GOALS** |
| ➢ Set by UNC System Office for all SHRA employees:  
  • Five goals for all SHRA employees: Expertise, Accountability, Customer-Oriented, Team-Oriented, Compliance & Integrity  
  • One additional goal for supervisors: Supervision  
  • Supervisors **cannot** change these goals  
  ➢ Supervisors rate the totality of an employee’s work against the goals (performance/conduct) |
| **INDIVIDUAL GOALS** |
| ➢ Three to five strategic goals written by the supervisor for each employee for the current performance cycle  
  ➢ Intended to align with critical business needs and the University’s strategic goals |
| **OFF-CYCLE REVIEWS** |
| ➢ Types: interim, probationary, other (transfer, management-driven, employee-requested)  
  ➢ Probationary reviews are **encouraged quarterly** for probationary/time-limited employees during the first 12 months of employment  
  ➢ Interim reviews required if:  
    • Employee received **any** rating of “Not Meeting Expectations” on last annual appraisal  
    • Employee has active disciplinary action  
    • Supervisor chooses to conduct review  
    • Chancellor or designee requires reviews  
  ➢ Not intended to be a full appraisal (no ratings)  
  ➢ Employees can request one additional off-cycle review (if at least 60 calendar days have elapsed since the employee’s last evaluation) |
| **NEXT-LEVEL SUPERVISOR REVIEW** |
| ➢ The next-level supervisor is required to review and sign the employee’s performance plan and the employee’s annual appraisal before being issued to the employee |
## SHRA Performance Appraisal Summary

### Performance Cycle

**CONSISTENCY (CALIBRATION)**
- Check and balance process to ensure the consistency of expectations and ratings

**ANNUAL APPRAISAL**
- Complete between April 1 and May 30
- Supervisor rates each institutional goal and individual goal to determine an overall rating
- Employees who received disciplinary action during the performance cycle and/or have any rating of “Not Meeting Expectations” cannot receive an overall rating of “Exceeding Expectations”
- Ratings submitted to UNC System Office in June

**COMMENTS**
- Supervisor must include written comments that support the overall rating; comments in each section (Institutional Goals, Individual Goals, Talent Development Plan) are not required
- Employees may attach comments to the appraisal form and check the box indicating that comments are attached
- Comments clarify ratings for performance that does not meet expectations or exceeds expectations

**APPRAISAL FORM**
- Human Resources provides an electronic version of the form (MS Word and PDF)