Subject: Extension of PMP Evaluation Period

Date: Monday, May 7, 2018 at 2:52:29 PM Eastern Daylight Time

From: Office of Human Resources

To: all-facultystaff

Attachments: image001.gif

Dear Colleagues,

Please be informed that the period to complete the performance evaluations has been extended until Friday, May 25th. Please make note of other important Performance Management Process deadlines and reminders below, and contact the OHR at x2372 with any questions you may have.

With best wishes,

Your Office of Human Resources

From: Office of Human Resources <hroffice@AMHERST.EDU>
Sent: Monday, March 5, 2018 2:50 PM
To: all-facultystaff <all-facultystaff@listserv.amherst.edu>
Subject: Performance Management Process (PMP) 2018

Dear Colleagues,

Once again it is time to begin our preparations for our Performance Management Process (PMP).

The PMP provides employees and supervisors with the opportunity to review the status of goals and development plans, and to recognize and celebrate the success achieved during the last year. It also serves as a tool to identify areas of continuous improvement, job enhancement and career growth. The results of the PMP have a direct impact in the College's strategic plan and our ability to achieve our mission, and are critical in our efforts to remain engaged and passionate about everything we do. We encourage you to start preparing for this important process, and to let us know how we can better support you!

For the last few years, along with the assistance of our amazing colleagues in Web Services and Communications, we continue to improve **The Online PMP** - our in-house tool for electronic performance management - and achieve 100% completion of performance evaluations for the staff . We hope you find the updates made to the tool for this upcoming evaluation period helpful.

The following is a summary of important deadlines and reminders:

- Performance evaluation period - **April 1, 2017 to March 31, 2018.**
- 2017 Online Evaluation Process - **March 26, 2018 to May 25, 2018.**
- Self-Evaluation Period - **March 26, 2018 to April 6, 2018.**
- Employees interested in submitting a self-evaluation must do so before **April 6, 2018.**
  - Employees who are not interested in submitting the self-evaluation form can create and save it as a "draft". The form will not be visible to the supervisor.
- Supervisors and employees can start working on their evaluations and self-evaluations prior to the conclusion of the evaluation period, but please save them as a draft and do not submit until **April 1, 2018**.
- All performance evaluations must be completed, discussed and electronically approved no later than **May 25, 2018**. This will provide us with the necessary time to process the salary increases and letters.
- All employees, including green deans, employees on term appointments or grant funded positions, must

receive an evaluation in order to be eligible for a salary increase. ***Salary increases <u>will not</u> be processed without an approved performance evaluation.***

- Compensation changes processed after **March 31, 2018** will include the salary increase. This includes promotions, adjustments, etc.
- Employees who have completed six months of service between **January 5 - June 29, 2018**, and who have demonstrated acceptable performance will be eligible for a salary increase.
- Supervisors must complete an evaluation with an overall rating for employees who have completed or are expected to complete their probationary periods before **June 29, 2018**. Please contact the Office of Human Resources (OHR) to receive specific instructions.
- We will follow the same methodology for our merit program implemented last year:
  - A 'base raise' will be provided in an equal percentage for all employees performing at the "Effective" level and above. In addition, an extra pool of funds will be available for supervisors to distribute at their discretion, following certain parameters, to recognize and reward strong performance.
    - Such parameters include: the impact the performance has on the department's operation, achievement of department goals, team effectiveness, productivity, etc.
    - The base percentage increase and percentage available for additional rewards will be decided during our budget review process in the spring, and communicated at that time.
    - **Please note that there is no "intended distribution" or "quota" for salary increases.**

<u>It is important to note that the OHR will approve the evaluations once the discussion cycle has been completed</u>. As usual, we will provide employees and supervisors with training on a number of related topics, and will be available to meet with staff and supervisors who may have questions or concerns about the process. Please visit our Performance Management Process webpage to access all the necessary forms, including the Performance Management Process (PMP) flow chart and an updated copy of our Performance Management Process Guide, which includes tips and important information for a successful performance review.

The following is a list of upcoming training sessions:

- Coaching and Communication Skills / Supervisors

- How to Complete the Online Self Evaluation / New Staff

- Conducting Effective Performance Evaluations for Supervisors

- How to Complete the Online Evaluation Form for New Supervisors

- Getting to Yes – Using Negotiation Skills to Resolve Conflict

- Crucial Conversations

Departments may schedule customized trainings for their supervisors and staff on any of these topics by contacting Stephen Butler at 542-2521 / sdbutler@amherst.edu. Please plan to attend one or more sessions and visit our Current Trainings webpage for an updated schedule.

Our Senior Staff will continue to provide active direction of the performance evaluation process, both to provide clarity on how the process will be administered in their areas and to assure a measure of consistency across the College. Please do not hesitate to contact your supervisor, department head/chair, senior manager, or the OHR with any questions you may have.

With best wishes,

Your Office of Human Resources