Fall 2018 Staff Performance Evaluations
Academics
Research
Service Areas
2018 Staff Evaluations

✓ Completed Work:
  ✓ Departments completed review of evaluator assignments August 2018
  ✓ Requested changes updated in Lawson and Halogen

If an employee on your Halogen task list to evaluate should be evaluated by another supervisor:
  - Email HR-Academic&Research@umc.edu with the employee’s name, ID number, and correct supervisor OR
  - Use Assign Manager function in Halogen evaluation process to reassign to correct evaluator
2018 Staff Evaluations

• Two Processes Begin November 1, 2018
  1) Clinical, direct-patient interfacing
  2) Nonclinical

• Evaluation is of Primary (1st level) Position
• Employees hired before June 1, 2018 and NOT on leave are included in process*
  • If employee on leave is on your task list, email HR-Academic&Research@umc.edu with the employee’s name, ID number, and anticipated return date

* Excludes House Officers
Clinical Evaluation
Clinical Evaluation-Process Steps

1) Evaluator Completes Evaluation Form and Submits
2) Evaluator Meets with Employee to Discuss Performance
3) Employee Final Comments, Choose “Agree/Disagree” Statement and Sign-Off
4) Evaluator Sign-Off
Clinical Evaluation-Process Details

- Evaluation Forms are same as those utilized by UHHS
- Confirm evaluation form assignments are correct before editing form. Email HR-Academic&Research@umc.edu immediately with discrepancies
- Job-specific forms with specific job competencies embedded in the form will be assigned, if available
- If form does not have job-specific competencies listed, reference the employee’s job description to assign proficiency and performance rating for each job duty on the job description
Clinical Evaluation-Process Instructions

- Supervisor comments are required for all ratings other than 3.00 (Solid) Rating
- Each employee should have at least one development plan and no more than three. Development plans should tie to departmental and organization goals
- Overall scores of 4.50 or greater will be reviewed by HR and routed to Senior Leader for consideration
- Overall scores of 2.99 or less will be routed to HR Business Partner for review. Discussion with HRBP should occur prior to meeting with the employee
Clinical Evaluation-Process Instructions

• All steps of the evaluation must be completed by January 31, 2019 including evaluations for PRN employees, so plan accordingly based on your PRN employees shifts

• If you send an evaluation for third-party review, comments are received via annotations. You will see an icon at the top of the evaluation if there are annotations to review
Non-Clinical Evaluation
Non-Clinical Evaluation

- New Features
  - Includes employee “self-evaluation”
  - Removes forced scores and categories
  - Summation of performance during the lookback period as narrative comments
  - Abbreviated to few “dialogue-stimulating:”
    1) Overall performance during lookback period
    2) Successes during lookback period
    3) Workplace frustrations that impacted performance
    4) Work-related goals for coming performance period
    5) Describe how Manager can help support employee to achieve goals over the next performance period
Non-Clinical Evaluation-Process Steps

1) Employee writes self-appraisal
2) Manager writes employee appraisals and discusses with employee
3) Employee adds any final comments and performs sign-off
   - Includes an “I Agree” or “I Disagree” option
   - If “I Disagree” is selected, manager will be contacted by HRBP to provide consultation
4) Manager reviews final comments, adds final comments, and performs sign-off
How To Prepare
Manager Soft Skills Training Class

- Class Will Cover How To:
  - Deliver Most Meaningful Feedback in Evaluation Form
  - Guard Against Unconscious Bias
  - Prepare for Discussion with Employee

- Dates Offered:
  - October 31, 2018
  - November 8, 2018
  - December 6, 2018

Click here to Register in Healthstream
Use title “A&R Manager Eval Prep”
Open Labs: Guided Halogen Help

- Open Lab Training
  - Interactive Computer Lab
  - Assist in Navigating through Halogen
  - Assist in Navigating through the Evaluation Process

- No Registration Required
- Managers and Employees will be guided to sign up for these classes in the Halogen notification email

Click here for Open Lab Dates and Times
Additional Resources

In addition to our training opportunities, you can also find resources on the UMMC intranet including the following:

• Evaluation Process Instructions
• Navigating in Halogen Guide
• Tips and Tools

Click here to access Additional Resources
Communication
Communication Plan

October 26-Targeted Emails to all Evaluators through HR Academics and Research
October 29-Targeted Emails to all Employees Included in Processes
October 31-Announcement on UMMC Scroll
November 1-Halogen System Email Notifications When Processes Opens

Throughout Process:
- Halogen System Email Notifications As New Tasks Assigned
- Halogen System Email Notifications As Tasks Approach Due Date
Questions?

Contact any member of the HR Academics and Research HR Business Partner team
Phone Extension 4-1946
Email: HR-Academic&Research@umc.edu

This informative PowerPoint is also available on the HR Academics and Research Website. Click Here.