February 1, 2018

Announcing Version 2.0 of UCR's Performance Management System.

We heard you!

During the last performance appraisal cycle (2016-2017), UCR implemented a new Performance Management (PM) process. At the completion of that cycle, Human Resources (HR) solicited feedback as to how the new process could be "modified and improved." More specifically, we asked, "*What worked well, what did not, which parts of the process require refining, and which parts should be eliminated and/or replaced?*"

In response to the wealth of feedback we received, HR went to work developing Version 2.0 of the Performance Management process, which we are rolling out today on the HR website http://hr.ucr.edu/performance/p4p.html. **The new version addresses the concerns and suggestions expressed by you, the users. Specifically, Version 2.0:**

- Introduces a revised and simplified Performance Appraisal form. Clear, step-by-step directions for each section of the process now appear on the form—no lengthy training classes are required.

- Streamlines each of the seven (7) performance factors and makes them more inclusive of other working environments.

- Reduces the number of performance factors used to rate supervisory employees from four (4) to three (3), and eliminates redundancy in their definitions.

- Eliminates the need to individually rate 37+ "elements." Elements are now used only to help define the revised performance factors and ensure a shared understanding of the factor.

- Requires numerical ratings only for the performance factors and for the overall performance rating score.

- Eliminates confusion between the respective purposes of the Goal Setting form versus the Individual Development Plan (IDP), and provides clear directions for use of each.

- Eliminates or replaces other forms associated with the 2016-17 PM process.

At the link provided above, you'll find the new and revised simplified forms designed to streamline the performance management process for all users. In addition, you'll soon see announcements of upcoming features designed to smoothly guide users through Version 2.0 of the process. In February and March, look for:

- A "Version 2.0 PM Helpline," specifically designed to answer questions from supervisors/managers about the new process, the revised forms or any other aspect of Version 2.0.

- A "HR Helpful Hints" section, open to all supervisors and employees, in which HR will provide tips and other information to help users navigate the revised PM process and prepare for this year's performance appraisal.

- Establishment of optional in-person, one-hour Information Sessions, in which employees at any level receive a short presentation showing features of Version 2.0. Look for the dates and locations of these upcoming sessions.

- Instructional videos designed to enhance selected components of the PM process.

Finally, we wish to remind you that the current performance management review cycle will come to a close on March 31, 2018. If you haven't already done so, now would be a good time to complete the UC-required online training classes noted below. Supervisors should remind their direct reports to do so as well, as completion of required training (or failure to complete) is noted on the completed Performance Appraisal form. **Reminder emails from ucrlearning@ucr.edu provide instructions on how to access and complete the**:

- **UC Sexual Violence and Sexual Harassment Prevention Training for Supervisors and Faculty**
- **UC Cyber Security Awareness Training for all UC staff and faculty**

Additionally, supervisors are encouraged to remind their direct reports to **complete any open items on their current Individual Development Plans (IDPs)**.