Performance Review Information for Managers

This has been an unprecedented year navigating goals and objectives, during a pandemic. Human Resources would like to provide some tips to assist managers in navigating the 2020 Employee Performance Review period. Please see below guidance for completing and administering performance evaluations for direct reports.

**Time Frame & Eligibility**

- The performance evaluation period is January 1, 2020 – December 31, 2020
- Employees hired 7/1/2020 or after should only receive a provisional/probationary review as they are not eligible for an annual performance review. The provisional/probationary review should include future goals that will transition into their next annual performance evaluation.
- Managers/Supervisors: Prior to completing the first step in the performance evaluation plan within the PeopleAdmin Performance Module, please ensure that goals for 2020 have carried over from the previous year’s evaluation. These goals will need to be entered manually for newly hired employees who do have a 2019 annual evaluation.

**Tips for Managers during COVID-19**

- Be flexible. The year has provided challenges for all of us.
- Encourage and support team members to complete a performance self-evaluation.
- Celebrate achievements and give developmental feedback in a way that is constructive and engaging as the manager and for your direct reports.
- Inform employees of what they’re doing well and speak to areas of opportunity for improvement. Hold people accountable only for the things they can control.
- Be kind, but fair. Keep in mind there may be added stressors due to the pandemic you may not be aware of.
- Given the challenges of the year, it’s likely some goals were not achievable.
- Review 2020 individual and departmental goals. Be prepared to plan and offer recommendations to revisit or reestablish **SMART goals** for the upcoming year.
- Acknowledge new skills and unchartered territory.
- Focus on what the employee may need help with and what they would like to work on.
- Attempt to leave the employee feeling more capable and motivated than before the review.
- Allow time for employees to express frustrations or concerns.