Performance Management

Presented by:

Marie Kuehler, Sr. HR Business Partner

Agenda

- □Performance Timeline
- □ Performance Management Cycle
- □ePerformance System Introduction Goals
- ☐ Training and Other Resources



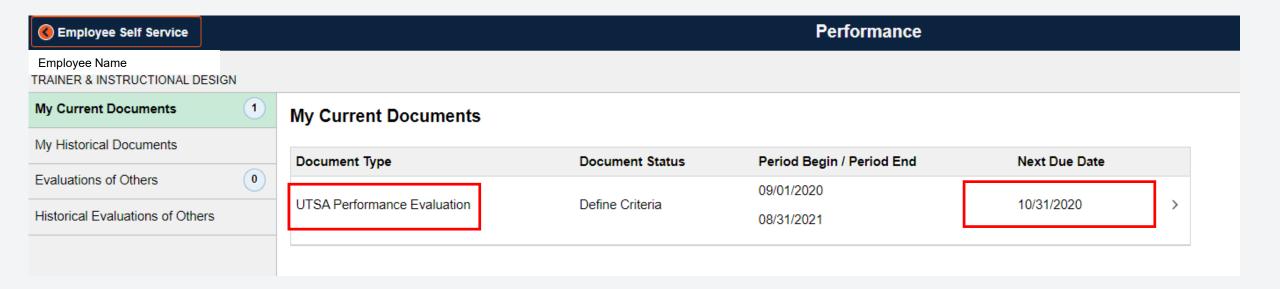
Performance Timeline

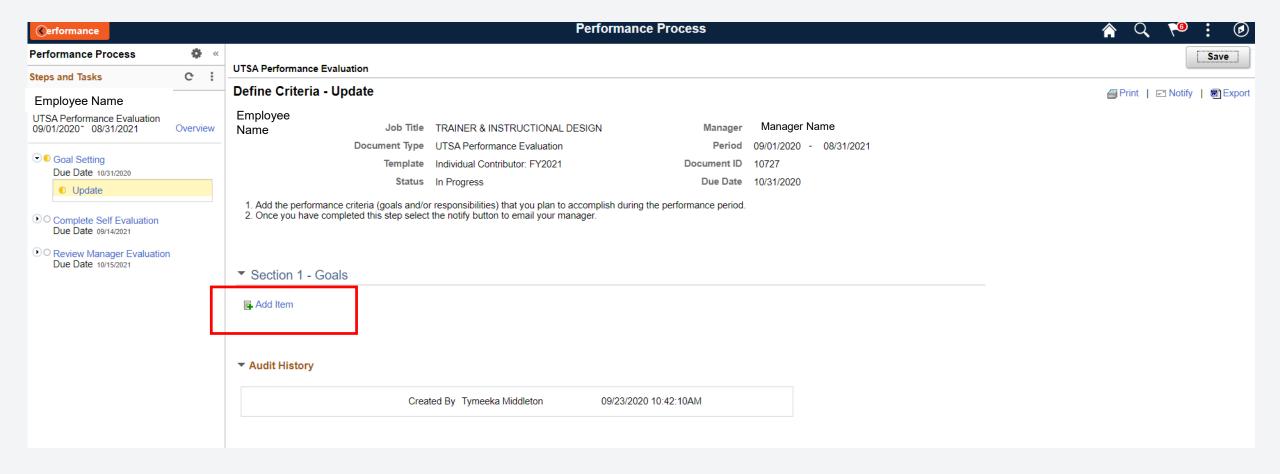


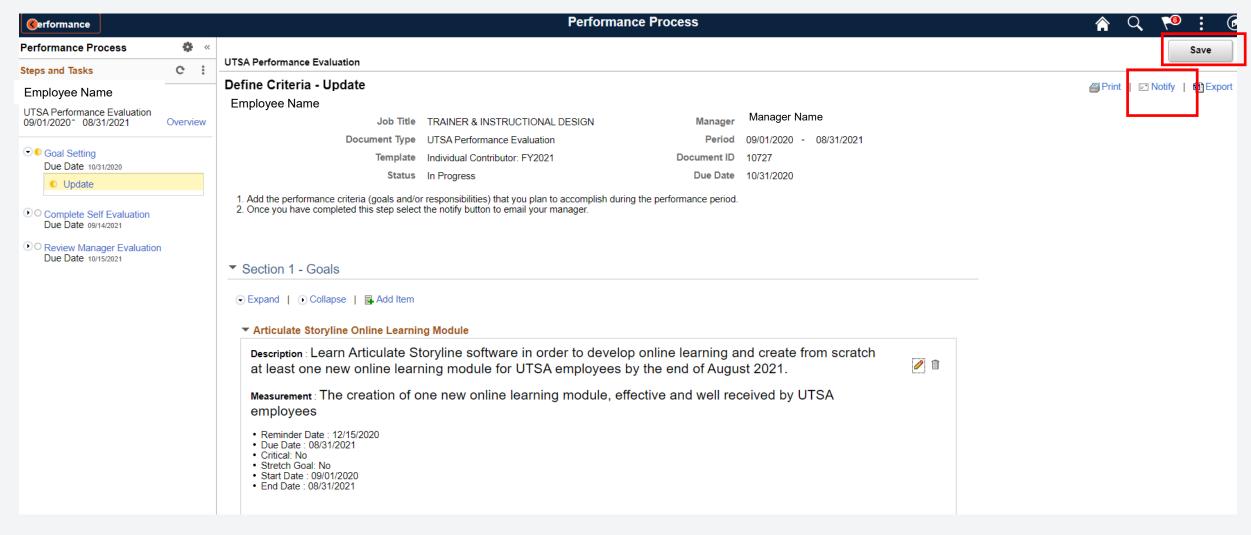
The University of Texas at San Antonio UTSA: Business Affairs

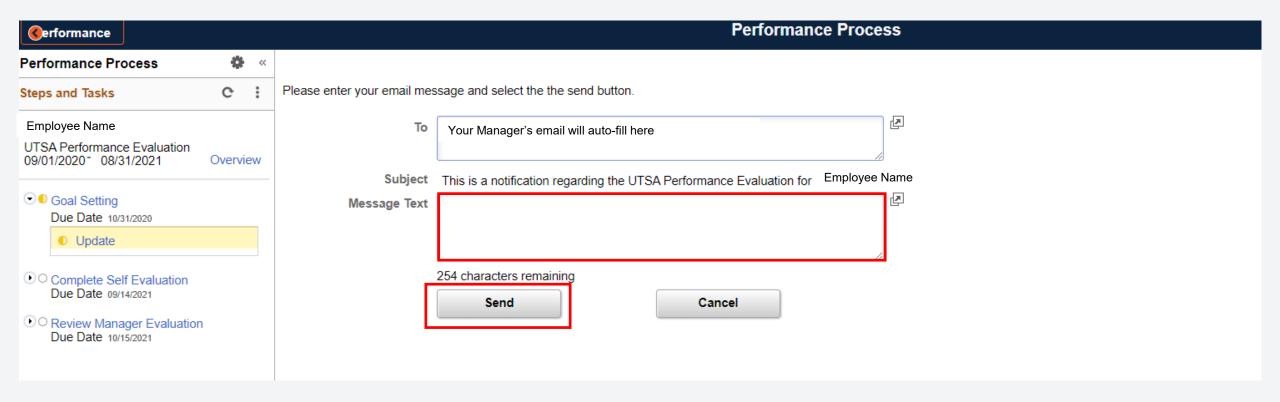
When?	What happens?	Who does it?
September – October timeframe	Define and write GOALS	Employee and Manager together
Mid- to Late-October (at the latest)	Enter GOALS into ePerformance in PeopleSoft	Employee
By October 31 (this year only, Nov. 7)	Approve GOALS	Manager
Throughout the year	Monitor, evaluate, communicate, enter information, upload documents	Both Employee and Manager
February – March timeframe	Mid-Year Check-in	Both Employee and Manager
By August 31st	Complete a SELF-EVALUATION	Employee
Early September	Complete performance evaluation on the employee	Manager
Early- to Mid-September	One-on-one meeting to discuss	Employee and Manager together
Late September	Acknowledge receipt of the evaluation; employee may include comments	Employee
September 30 th deadline	Complete performance evaluation	Manager with Next Level Manager

ePerformance System Introduction Goals



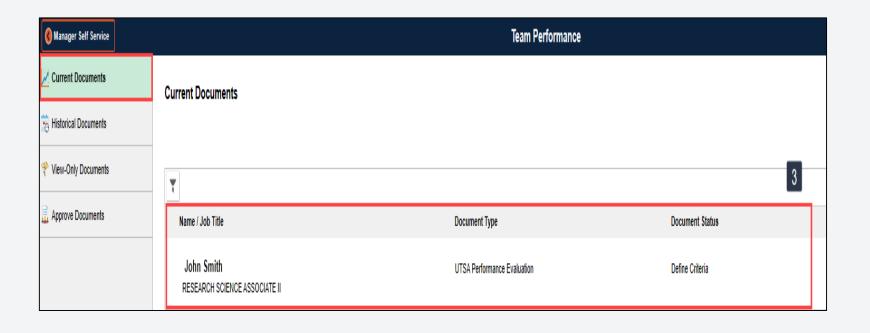


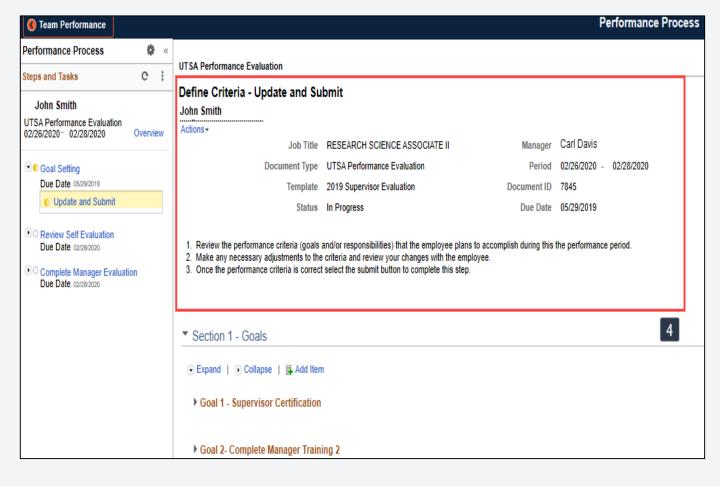


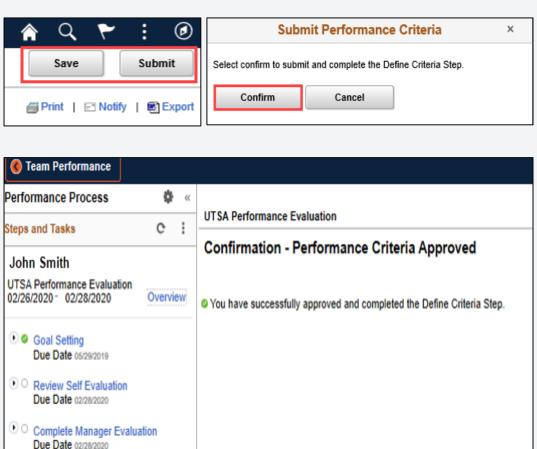












Performance Management Training

Performance Management Website

Performance Management website live October 1st

Performance Management Timeline and Updates

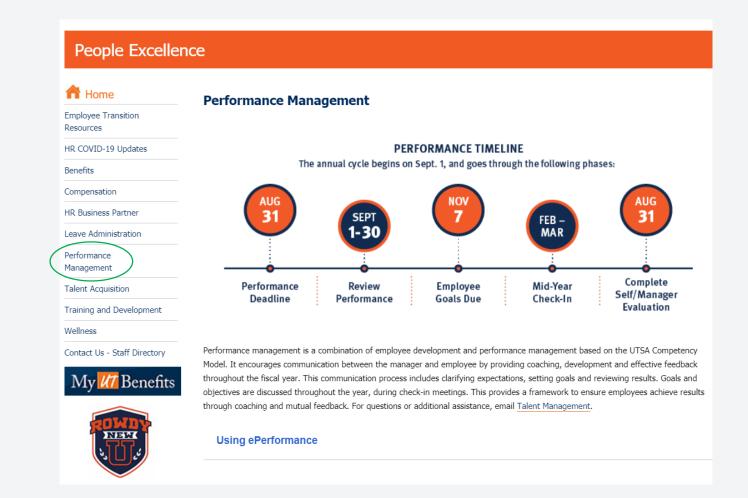
Performance Management Training Guide

ePerformance Training and Quick Reference Guides

Live Training Info and On-Demand Training videos

HOP 3.03

Communication and FAQs



Training Documents Available

- UTSA Performance Management Training Guide
- Breakdown of Competencies and Core Values
- Rating Scale Definitions
- Training Plan and Details
- Employee Self-Evaluation Individual Contributor Job Aid
- Employee Self-Evaluation Individual Contributor Quick Reference Guide
- <u>Employee Self-Evaluation People Leader</u> Job Aid
- Manager Evaluation Job Aid
- Manager Evaluation Quick Reference Guide
- Next Level Manager Job Aid
- Next Level Manager Quick Reference Guide
- SMART Goals guide

UTSA. People Excellence

Performance Management **Training Guide**

QUESTIONS?

