Key Components of a Performance Review

✓ REQUIRED COMPONENTS OF A PERFORMANCE REVIEW

- **Employee Information**
  - Employee Name, Classification, Working Title, Department, Hire Date
- **Period of Performance Review -Annual Evaluation**
  - January 2023-December 2023
- **Performance Review Form and Due Date**
  - [UGA Performance Evaluation pdf](#)
  - Complete by March 31st, 2024.
- **Performance Review Instructions**
  - Section 1: General Work Characteristics
  - Section 2: Job Responsibilities
  - Section 3: Overall Job Performance
  - Section 4: Employee Development: (Optional -if all job responsibilities meet or exceed requirements.)
  - Section 5: Employee Self-Evaluation: (Optional)
- **Current Rating System**
  - Exceeds, Meets, Needs Improvement, Unsatisfactory
  - Please see definitions on the performance evaluation form.

✓ BEST PRACTICES OF A PERFORMANCE REVIEW

- **Prepare in Advance**
  - A good job description is the foundation of good performance discussion.
  - Identify the key points you want to discuss with each of your employees. (Provide specific examples.)
  - List any questions that you have for your employees –including goals for next year.
  - Ask your employees to be prepared for the review with any questions and successes.

- **Conduct a Performance Conversation**

COIN Conversation Method

CONTEXT
- Communicate circumstances, events, or issues.

OBSERVATION
- Describe the behavior or events with factual examples.

IMPACT
- Clarify the impact on the team or unit.

NEXT STEPS
- Make suggestions – includes a changes, improvements, and/or goals.

✅ Staff Competency Model & Performance Evaluation -2025

➢ **Staff Competency for 2025 Evaluation**
  - ○ Remind staff that next year's evaluations will include the core competencies from the staff competency model. Encourage them to sign up for a Journeys session if they have not done so.

➢ **Staff Competency Model & Performance Evaluations (2025)**
  - ○ Evaluations next January (2025) for the performance in the 2024 year will include the Core Competencies in the Staff Competency Model.
  - ○ Leadership Competencies will be applicable for those with direct reports (Supervises Others) and Strategic Leaders and Managers (Champions Innovation)
  - ○ We will use the new rating system developed with the Staff Competency Model. Ratings will occur at the KSAO level to provide a competency average score.
  - ○ Evaluations will also include an equally weighted section for Job Performance.
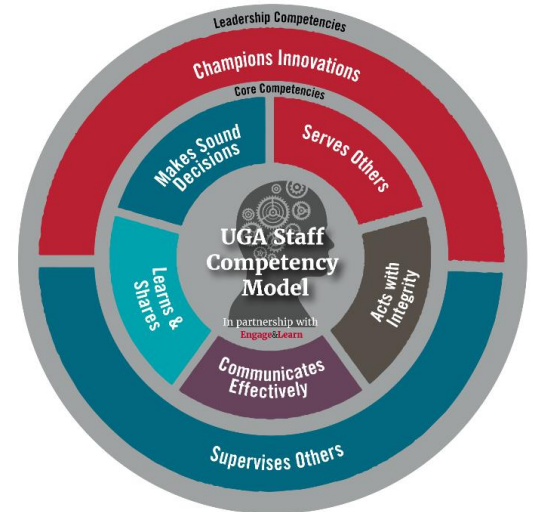
✅ Performance Management Support Resources

UGA Journeys: Performance Management Best Practices For Supervisors

Supervisor / HR Liaison resources for Performance Management (Review/Feedback)