

Three key concepts for your Fall 2020 and ongoing Performance Evaluation conversations:

- 1** Recognize that many of the goals and expectations set during the last performance evaluation cycle may have shifted significantly. While employees may not have met all previously set expectations, they may have done significant work in other areas as part of their individual, team or campus responses to COVID-19 for the last 45 days or more of the performance cycle (ending on April 30, 2020 for Policy Covered employees). This is an important time to explore and document those accomplishments that occurred during that timeframe as well as in anticipation of the evaluation for the current cycle that covers May 1, 2020-April 30, 2021.
- 2** While the performance evaluation cycle is annual, conversations and check-ins with your employees should happen continually. This fall is a great time to establish a cadence for your performance check-ins that is at least quarterly. Use the performance evaluation conversation to get quarterly dates scheduled and determine three key action items to follow up on in three months. Remember that although the performance appraisal cycle runs May 1, 2019 through April 30, 2020, it is important to discuss more recent priorities, successes and concerns on an ongoing basis to ensure alignment and support.
- 3** If your prior performance evaluation conversations have not been an open dialogue, now is the time to start when so much is new and changing. As you plan the performance evaluation meetings with members of your team, here are a few questions to consider as central to the conversation.

How have you adapted to your new work environment? Ask employees to share specific examples of how they have demonstrated flexibility and innovation in this new environment.

What challenges have you faced and/or are dealing with now? Explore with your employee what challenges they have already responded to or anticipate in the months ahead. This is a great opportunity to discuss resources needed and collaborate on a plan to provide those resources or problem solve where they are not readily available.

Looking back over the last year and especially the last five-six months, what are you most proud of? Supporting your team means including opportunities to celebrate wins even if they look a little different from what you had planned a year ago. Research shows that finding ways to build from successes and strengths, big and small, can be especially effective in laying the groundwork for future accomplishments.

How can I help you be more effective? Really think about what effectiveness means in this time. It could mean staying healthy and resilient. It could mean rethinking outdated processes to respond to changing circumstances. It might mean coming up with a concrete plan to support parents or caregivers balancing work and caretaking responsibilities. It could mean re-prioritizing projects or other work to meet current needs while planning for the future.

What are the three or four key areas of focus for you in the next three months?

Resources

General

- [Annual Performance Appraisal Blink page](#)

Training

- [Managing Remote Teams](#), August 20 1-3:30pm
- Using the Performance Appraisal Tool: [UC San Diego Staff Performance Appraisal System eCourse](#)
[UC San Diego Performance Appraisal System Quick Reference Guide](#)