

2022 Unclassified Performance Evaluation Process Guide

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Overview of Program Goals

LSU Health Sciences Center – New Orleans is committed to a culture of employee success, continuous improvement, and ongoing performance feedback. A critical component to these goals is the completion of our annual performance evaluation and success planning process.

The performance evaluation process serves as a formal snapshot of the culmination of performance feedback throughout the year.

Evaluation Period Timeline

The evaluation period for 2022 will be from April 4 thru May 20. All completed evaluation forms should be submitted to HRM by **May 20, 2022**.

HRM Talent Development Website Resources:

- https://www.lsuhscc.edu/administration/hrm/2022_unclassified_perf_evaluations.aspx

Key Updates from Past Unclassified Evaluations

- **Evaluation Form**

- **IMPORTANT NOTE:**
- **Adobe Acrobat is required to complete the evaluation form.**
 - *DO NOT complete this form in an internet browser as this may impact form function.*
 - Adobe Acrobat can be downloaded via <https://get.adobe.com/reader/> if it is not already installed on your computer.
 - Contact the [IT Help Desk](#) you need support installing Adobe Acrobat.
- **PeopleAdmin will NOT be used for the *Unclassified* evaluations for 2022.**
- Supervisors will complete the form for each employee and submit directly to HRM, or to their Business Manager
- *For support in downloading the form, use of Adobe Acrobat, or in completing the form, please contact [HRM Talent Development](#)*

EVALUATION FORM DOWNLOAD

The Evaluation Form can be downloaded from the HRM Talent Development Website.

Access Link: <https://lsuh.sc/PerformanceEval2022-Info>

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- **Access / Submission**

- Completed evaluations must include supervisor and employee signatures.
- Completed forms must be submitted by **May 20, 2022**.
- The signed form should be scanned and submitted to HRM through the Performance Evaluation Submission Portal.
- **Evaluation Submission Portal:** <https://lsuh.sc/performanceeval2022>

- **Evaluative Criteria**

- An updated set of evaluative criteria has been built into the new form.
- Criteria stem from past LSUHSC values, LSU competencies, and evaluative criteria from comparable institutions.

2022 Unclassified Performance Evaluative Criteria

Section A: Delivers Results	<ul style="list-style-type: none"> • Quality of Work • Productivity • Job Knowledge
Section B: Builds Relationships	<ul style="list-style-type: none"> • Teamwork • Collaboration • Service Orientation
Section C: Integrity	<ul style="list-style-type: none"> • Dependability • Compliance • Diversity & Inclusion
Section D: Communication	<ul style="list-style-type: none"> • Written & Oral Communication • Information Sharing • Effective Listening
Section E: Critical Thinking	<ul style="list-style-type: none"> • Problem Solving / Decision Making • Adaptability • Initiative & Innovation
Section F: Leading Others (*Managers/Supervisors Only*)	<ul style="list-style-type: none"> • Develops Others • Managing Performance • Champions Diversity & Inclusion

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Form Submission Process

- Submitting Completed/Signed Evaluations to HRM:
- Departments are encouraged to collect completed/signed evaluations for their records.
- Departments may choose to collect and submit all forms, or to direct managers to submit to HRM directly through the provided submission portal.

All completed forms must be submitted through the MS Teams form-based **Performance Evaluation Submission Portal**: <https://lsuh.sc/performanceeval2022>

- **On the form:**
Enter all required information, including a valid email for the reviewed employee. Attach the signed/completed evaluation as file in the required field. Additional supporting files may be submitted as desired (self-evaluation, additional comments, employee response, etc)
- Contact **HRM Talent Development** < talentdevelopment@lsuhsc.edu > for support in submitting completed evaluations.

2022 Evaluation Period Guidelines & FAQs

- **Who is the Target Audience?**
 - Unclassified Employees
 - Defined by PeopleSoft Active Employee Classifications "U" & "A"
 - Any Percent of Effort.
- **What is the timeframe for the evaluation period?**
 - Evaluate employee performance during the period 07/01/2021 thru 03/31/2022
 - Employees starting a position after 07/01/2021 should be evaluated from their position start date.
- **How does this apply to newly hired employees?**
 - Required for any employee hired prior to 01/01/2022
 - Minimum 3-months of performance to evaluate.
 - The evaluation process is encouraged for employees hired after 01/01/2022, though not required.
 - Though not required, where there has been sufficient opportunity to observe performance, supervisors are encouraged to conduct a performance review as a baseline conversation of observed performance and to set expectations.
 - Should a supervisor feel they have had insufficient time to observe performance for employees hired after 01/01/2022, the evaluation process may be bypassed for the current year.

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- ***Is PeopleAdmin part of this process?***
 - **No.** A stand alone form will be used for 2022 *Unclassified* Evaluation Process. This does not apply to the Classified PES Process.
- ***Are Self-Evaluations required??***
 - Self-evaluation form will be provided and encouraged as a leading practice, though offered as optional resource for managers to use with their teams.
 - Self-evaluations serve as additional information sources for managers' evaluation, affording insight into an employee's perspective/experience.
 - Self-evaluations provide employees structured input in the evaluation process beyond the performance conversation. An opportunity to highlight performance successes.
 - Self-evaluations may be submitted to HRM through the submission portal, in addition to the formal Performance Evaluation. This option is built into the submission form.
 - For 2022, Self-evaluations are encouraged but **not required to be completed**.
 - Supervisors/Depts are encouraged to hold on to self-evaluations for their records.
- ***What if the performance evaluation criteria are not applicable to an employee?***
 - *Proposed criteria reviewed by committee and HRM with effort made to ensure they are representative of all roles. Future iterations will take into consideration feedback provided and data collected indicating potential misalignment of any evaluative criteria to the LSUHSC employee collective.*
 - Should a supervisor feel any evaluative performance criteria does not apply to an employee/role, an N/A field is provided on the form
 - * Comments are required* for any evaluative criteria given an "N/A" rating.

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- ***How is the Overall Rating Calculated?***
 - Evaluation Form includes weighting of criteria category
 - Section A: Delivers Results = 35%
 - All remaining sections equally weighted.
 - Staff/Employee @ 16.25% each
 - Supervisors @ 13% each, due to additional included evaluation section.
 - **Section Ratings** = Average of the applicable evaluated criteria therein. (N/A ratings are excluded from the calculation)
 - **Section Weighted Score** = (% Weight) X (Section Rating)
 - **Overall Evaluation Rating** = Sum of Section Weighted Scores

- ***Where do job descriptions fit into this evaluation?
How are specific job duties evaluated?***
 - The job description and performance of job-specific duties should be consulted when evaluating **Section A: Delivers Results**.
 - This includes Quality of Work, Productivity, and Job Knowledge.
 - Managers/Supervisors should directly consider the job-specific duties for the evaluated employee during this section.

- ***Are comments required for each rating?***
 - Comments are required for any criteria with a rating other than "(3) Meets Expectations."
 - This should include examples of specific performance behaviors and outcomes as it relates to the specified performance criteria.
 - Comments serve to justify your rating and clarify your perspective and expectations for the employee.

- ***Can I save the form and finish it later?***
 - Yes, the form is a PDF form that can be saved and accessed at any time.
 - We recommend saving with a file name such as:
<2022 Perf Eval_ EMPLOYEE NAME>
 - * Ratings submitted to HRM should be the FINAL rating. *

- **Are Signatures Electronic or Physical?**

- The 2022 Unclassified Evaluation Process will require physical signatures on the printed form.
- Managers should complete the electronic form, save it with recommended file name, and then print copies for their performance success conversation with the employee.
 - *A copy of the final evaluation should be provided to the employee.*
- After the performance review conversation, the signed forms should be scanned and saved.
- The scanned form should be submitted to HRM and to your department Business Manager. Some Business Managers may choose to submit all dept forms to HRM themselves.

- **How will dual-reviewer processes be handled?**

- *Dual-reviewer processes apply to a select group across campus.*
- *These select areas will distribute and manage that form for the 2022 Evaluation Period.*

- **What if I have not had the opportunity to observe any employee relative to some specific evaluation criteria?**

- Supervisors should look to apply the defined competency within the context of the employee's role.
- Self-evaluation is an informative mechanism for managers to solicit the employee's input on where the criteria may be applied, upon which the manager's own reflections and evaluation may be built.
- Supervisors may also seek feedback from supervisors with whom the employee interacts or performs their job duties.

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- ***Will employees be able to provide formal response to their evaluation?***
 - Employee signature does not indicate agreement with the rating reviewed, only that the evaluation has been discussed.
 - Employee signatures are required.
 - If desired, an employee may submit a formal response to their overall evaluation rating directly to their manager, or to HRM Talent Development (talentdevelopment@lsuhsc.edu)
 - Employees may request a manager attach their formal response to the final scanned file that will be submitted to HRM.
 - An optional field is provided in the Submission Portal for including employee responses.

- ***What if I disagree with my evaluation or overall rating?***
 - Employees are encouraged to discuss concerns informally with their supervisor, then department representative prior to filing a formal evaluation appeal.
 - If unsatisfied with the outcome of that department review, employees are encouraged to follow the guidelines outlined below for beginning the evaluation appeal process.
 - ***Request for Appeal / HRM Review***
 - Any employee who wishes to file a formal appeal request with LSUHSC Human Resources must submit an appeal request to HRM Talent Development by June 25, 2022.
 - ***To begin the appeal process:***
 - Email (talentdevelopment@lsuhsc.edu) with the subject line: "2022 Evaluation Appeal Request - YOUR NAME."
 - Include the following with the email:
 - A copy of the contested performance evaluation being appealed.
 - An explanation of the reason for appeal.
 - The desired evaluation rating adjustment.
 - Any pertinent information that would support the justification of the requested rating adjustment.
 - Contact HRM Talent Development for support in submitting an Evaluation Appeal Request.

Contact HRM Talent Development (talentdevelopment@lsuhsc.edu) with any questions regarding the 2022 Unclassified Performance Evaluation Process.