

# UMB PERFORMANCE DEVELOPMENT PROGRAM

## **STAFF TRAINING**

March 2023

This presentation in its entirety is guidance. It is not intended to replace existing policies, procedures, practices, or MOUs.

**Paper Free!**



**HUMAN  
RESOURCES**



Performance Evaluation Form

Instructions for Completing the UMB Performance Evaluation Form

A. Employee Information

- i. – iv.) - Enter the employee's official name as it appears on payroll documents or timesheet and EMPL ID #
- v. – vii.) - Provide employee's official job title as recorded in eUMB, select the appropriate school or division from the drop-down box, and indicate the department where the individual was employed during the rating cycle
- viii.) - Select what type of assessment you are competing, i.e. annual, mid-cycle, planning or probationary
- ix.) - Enter the dates that are applicable to this evaluation; Note: the annual performance cycle for ALL employees is April 1<sup>st</sup> through March 31<sup>st</sup>. Provide specific dates if you are assessing a different performance period, such as the end of the probationary period or mid-year review
- x.) - Date of review should indicate the date that the evaluation was presented and reviewed with the employee.  
**For Non-Exempt employees, if the evaluation is not reviewed and signed by the employee by April 30th, the rating will default to "meets standards"**
- xi. – xiv.) - Provide the name, EMPL ID# and contact information of the rating official. The rating official is the designated individual who has knowledge of the employee's work and is able to effectively and accurately assess the performance and provide a rating; this individual may not be the supervisor of record
- xv. – xviii.) - Provide the name, EMPL ID# and contact information of the supervisor, in those instances where the supervisor and the rating official is not the same person

B. Operational Objectives

**Objective:** enter the operational objectives that have been established for the employee at the beginning or during the performance cycle. Objectives are clearly defined outcomes that are aligned with the goals of the unit or UMB as a whole, have an impact on departmental operations; are measurable and can be achieved during the cycle identified. This can also include information directly from the employee's job description.

**Rating:** using the [Performance Development Rating Scale Definitions](#) found on the following page: [http://hr.umaryland.edu/docs/EELR.pdf\\_rating\\_scale\\_definition.doc](http://hr.umaryland.edu/docs/EELR.pdf_rating_scale_definition.doc) select a rating that represents the employee's overall performance for the identified objective, assess whether the objective was accomplished, to what degree, and whether it was done within the established time frame. Take into consideration any challenges the employee may have faced and how it may have impacted the outcome of the objective.

**Comments:** factual comments should be included to support the rating, communicate strengths and weaknesses, and other pertinent feedback. A comment must be entered for any rating other than "meets standards."

C. Supervisory Objectives

Complete this section only when assessing the performance of an individual who supervises other employees. Select a rating that coincides with the level of performance as it pertains to the factors listed. Insert comments that are fact-based and support the designated rating.

D. Competencies

Refer to the [Performance Development Ratings Definitions](#) (HRS website/Manager's Toolkit/Employee and Labor Relations/Performance Development) for assistance with selecting a rating that represents the employee's overall performance for the identified competency, insert comments that are fact-based and support the designated rating. A comment must be entered for any rating other than "meets standards."

E. Summary of Overall Performance

Select a rating that summarizes the employee's performance in all aspects of the evaluation (objectives and competencies). Ensure that the overall performance rating is consistent with the individual objective and competency ratings. For example, if you select "meets standards" on each competency, the overall rating cannot be "above standards."

**For evaluations that have an overall rating of "Below Standard" or "Unsatisfactory,"** place an X in the box to indicate that the employee's 2<sup>nd</sup> level supervisor is aware that the overall rating is less than meets standards. In addition, contact Employee Labor Relations within 30 days, at (410)706-7302 to implement a Performance Improvement Plan (PIP).

F. Learning Goals and Development Plans

This section is to indicate the learning goals and development plans that were established at the beginning or during this current rating cycle; the employee should have already completed these activities. Select a category that most closely applies to each of the activities that you assigned and include a brief description. Development activities are intended to enhance the employee's current performance, prepare the employee for greater challenges and career advancement. Such activities may include:

- Training sessions with senior team members within or in another department
- Assigned courses through e-learning at UMB
- Committee assignment
- Technical improvement courses (i.e. public speaking, business writing)
- Seminars/workshops
- Professional associations

G. Employee Comments

Employees may submit written comments to address any aspect of the evaluation. It is recommended that the employee be provided with a copy of the evaluation prior to the scheduled meeting to allow time to formulate any comments and/or questions. Employee comments may be added directly to the form in the designated section using the copy and paste function. Hand written comments or comments provided after the supervisor has electronically submitted the evaluation must be forwarded to the HRS Service Center for entry into the personnel file.

H. Signatures

Because the evaluation must be sent as an attachment (Word document only), it is important that the copy of the evaluation with all of the required signatures be kept in the departmental files.


**Employee:** After the rating official has had an opportunity to meet with the employee to review and discuss the content of the evaluation, the employee's signature is required. Should the employee refuse to sign the evaluation, explain that signing the evaluation does not imply agreement, it only indicates that the employee received the document; and that refusing to sign does not invalidate the evaluation. If the employee still refuses, note: "employee refused to sign" in place of the signature.

**Rating Official/Supervisor:** The rating official must check the box below the employer's signature; this will indicate that the evaluation has been presented to the employee. If the box is not checked, the electronic submission will not be successful. The rating official must then type their own name in the designated area.

**Reviewer:** The reviewer is typically the 2<sup>nd</sup> level supervisor or the executive member of the department. Your Departmental practices will determine if this signature is required; however, it is strongly encouraged to obtain the reviewer's signature when the overall rating is "outstanding" or below "meets standards".

I. Submitting the Evaluation

Email the completed evaluation as a Word document only (signed PDF versions will be rejected) to [hrpdp@umaryland.edu](mailto:hrpdp@umaryland.edu). The email address of the individual submitting the evaluation must match the email address for either the rating official or supervisor that is listed at the top of the form. If an error occurred during the submission of the evaluation, the sender will receive an email notification of the error. The error must be corrected and the evaluation resubmitted. Any questions regarding the form or the process may be directed to Employee Labor Relations at (410)706-7302.

 <b>UNIVERSITY of MARYLAND BALTIMORE</b>		<b>Performance Evaluation Form</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>A. EMPLOYEE INFORMATION</b>			
i. Employee last name:	ii. Employee first name:	iii. MI:	iv. Employee ID#:
v. Job title:	vi. School/Division:	vii. Department:	
viii. Type of evaluation:	ix. Period covered:	x. Date reviewed with employee:	
xi. Rating official: (Last Name, First Name)	xii. Rating official EMPL ID:	xiii. Rating official or sender's email address:	xiv. Rating official ext.:
xv. Supervisor (if other than the Rating Official)	xvi. Supervisor's EMPL ID:	xvii. Supervisor or sender's email address:	xviii. Supervisor ext.:
<b>B. OPERATIONAL OBJECTIVES</b>			
1. Objective: <b>lagdaghdfst</b>		Rating: <b>N/A</b>	
Comments:			
2. Objective:		Rating: <b>N/A</b>	
Comments:			
3. Objective:		Rating:	
Comments:			

Revised on January 03, 2022

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## F. Learning Goals and Development Plans

This section is to indicate the learning goals and development plans that were established at the beginning or during this current rating cycle; the employee should have already completed these activities. Select a category that most closely applies to each of the activities that you assigned and include a brief description. Development activities are intended to enhance the employee's current performance, prepare the employee for greater challenges and career advancement. Such activities may include:

- Training sessions with senior team members within or in another department
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2. Objective: <input type="checkbox"/>	Rating: N/A
Comments: <input type="checkbox"/>	
3. Objective: <input type="checkbox"/>	Rating: <input type="checkbox"/>
Comments: <input type="checkbox"/>	
C. SUPERVISORY OBJECTIVES: This section is for employees who supervise	
Rating: N/A	
<ul style="list-style-type: none"><li>• Interact effectively and maintain positive relationships with peers, subordinates and customers</li><li>• Use appropriate resources to make decisions and provide information and feedback in a timely manner</li><li>• Respond to problems and concerns in a timely and effective manner</li><li>• Manage and reviews performance of supervised employees and taking appropriate action when necessary</li><li>• Set objectives, establish priorities and meet deadlines</li><li>• Understand facts and information related to work assignments, department, university and university policies</li></ul>	
Comments: <input type="checkbox"/>	
D. COMPETENCIES	
Basic work factors: Quality of work, quantity of work and timeliness	Rating: <input type="checkbox"/>
Comments: <input type="checkbox"/>	
Work habits: Attendance and punctuality	Rating: <input type="checkbox"/>
Comments: <input type="checkbox"/>	
Interactions: Cooperation and teamwork, interpersonal relationships	Rating: <input type="checkbox"/>
Comments: <input type="checkbox"/>	
Problem solving skills: Problem solving, handling challenges, creativity	Rating: <input type="checkbox"/>
Comments: <input type="checkbox"/>	

a. Category:		
Learning goal/development activity:		
b. Category:		
Learning goal/development activity:		
c. Category:		
Learning goal/development activity:		
d. Category:		
Learning goal/development activity:		

**For evaluations that have an overall rating of "Below Standard" or "Unsatisfactory,"** place an X in the box to indicate that the employee's 2<sup>nd</sup> level supervisor is aware that the overall rating is less than meets standards. In addition, contact Employee Labor Relations within 30 days, at (410)706-7302, to implement a Performance Improvement Plan (PIP).

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**H. Signatures:**  
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**Rating Official/Supervisor:** The rating official must check the box before the employee's signature; this will indicate that the evaluation has been presented to the employee. If the box is not checked, the electronic submission will not be successful. The rating official must also type their own name in the designated area.

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**C. SUPERVISORY OBJECTIVES:** This section is for employees who supervise. Rating:

- Interact effectively and maintain positive relationships with peers, subordinates and customers
- Use appropriate resources to make decisions and provide information and feedback in a timely manner
- Respond to problems and concerns in a timely and effective manner
- Manage and review performance of supervised employees and taking appropriate action when necessary
- Set objectives, establish priorities and meet deadlines
- Understand facts and information related to work assignments, department, university and university policies

Comments:

**D. COMPETENCIES:**

Basic work factors: Quality of work, quantity of work and deadlines. Rating:

Comments:

Work habits: Attendance and punctuality. Rating:

Comments:

Interactions: Cooperative and teamwork, interpersonal relationships. Rating:

Comments:

**E. Summary of Overall Performance**  
Select a rating that summarizes the employee's performance in all aspects of the evaluation (objectives and competencies). Ensure that the overall performance rating is consistent with the individual objective and competency ratings. For example, if you select "meets standards" on each competency, the overall rating cannot be "above standards."

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- Committee assignment
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<b>A. EMPLOYEE INFORMATION</b>	
1. Employee last name: <input type="text"/>	2. Position title name: <input type="text"/>
3. Job title: <input type="text"/>	4. Department: <input type="text"/>
5. Type of evaluation: <input type="text"/>	6. Other evaluation and assignment: <input type="text"/>
7. Rating official: <input type="text"/>	8. Rating official title: <input type="text"/>
9. Department of rating official: <input type="text"/>	10. Department of employee being evaluated: <input type="text"/>
<b>B. OPERATIONAL OBJECTIVES</b>	
1. Objective description: <input type="text"/>	Rating: <input type="text"/>
Comments: <input type="text"/>	
2. Objective description: <input type="text"/>	Rating: <input type="text"/>
Comments: <input type="text"/>	
3. Objective description: <input type="text"/>	Rating: <input type="text"/>
Comments: <input type="text"/>	
<b>C. SUPERVISORY OBJECTIVES:</b> Problem solving skill: Problem solving, handling challenges, creativity. Rating: <input type="text"/>	
Comments: <input type="text"/>	
<b>Job skills:</b> Job knowledge, education, training, and self-written communications. Rating: <input type="text"/>	
Comments: <input type="text"/>	
<b>Planning and organization:</b> Planning, setting objectives, organization and work direction, conditions and timelines, monitoring group results. Rating: <input type="text"/>	
Comments: <input type="text"/>	
<b>Occupational safety and health:</b> Following job work practices, complying with safety policies, meeting safety training, using personal protective equipment, reporting unsafe work conditions. Rating: <input type="text"/>	
Comments: <input type="text"/>	
<b>E. SUMMARY OF OVERALL PERFORMANCE</b> Rating: <input type="text"/>	
Overall Comments: <input type="text"/>	

<b>A. EMPLOYEE INFORMATION</b>	
1. Employee last name: <input type="text"/>	2. Position title name: <input type="text"/>
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5. Type of evaluation: <input type="text"/>	6. Other evaluation and assignment: <input type="text"/>
7. Rating official: <input type="text"/>	8. Rating official title: <input type="text"/>
9. Department of rating official: <input type="text"/>	10. Department of employee being evaluated: <input type="text"/>
<b>B. OPERATIONAL OBJECTIVES</b>	
1. Objective description: <input type="text"/>	Rating: <input type="text"/>
Comments: <input type="text"/>	
2. Objective description: <input type="text"/>	Rating: <input type="text"/>
Comments: <input type="text"/>	
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Comments: <input type="text"/>	
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Comments: <input type="text"/>	
<b>Job skills:</b> Job knowledge, education, training, and self-written communications. Rating: <input type="text"/>	
Comments: <input type="text"/>	
<b>Planning and organization:</b> Planning, setting objectives, organization and work direction, conditions and timelines, monitoring group results. Rating: <input type="text"/>	
Comments: <input type="text"/>	
<b>Occupational safety and health:</b> Following job work practices, complying with safety policies, meeting safety training, using personal protective equipment, reporting unsafe work conditions. Rating: <input type="text"/>	
Comments: <input type="text"/>	
<b>E. SUMMARY OF OVERALL PERFORMANCE</b> Rating: <input type="text"/>	
Overall Comments: <input type="text"/>	

a. Category:		
Learning goal/development activity:		
b. Category:		
Learning goal/development activity:		
c. Category:		
Learning goal/development activity:		
d. Category:		
Learning goal/development activity:		

**G. EMPLOYEE COMMENTS (OPTIONAL)**

**H. SIGNATURES**

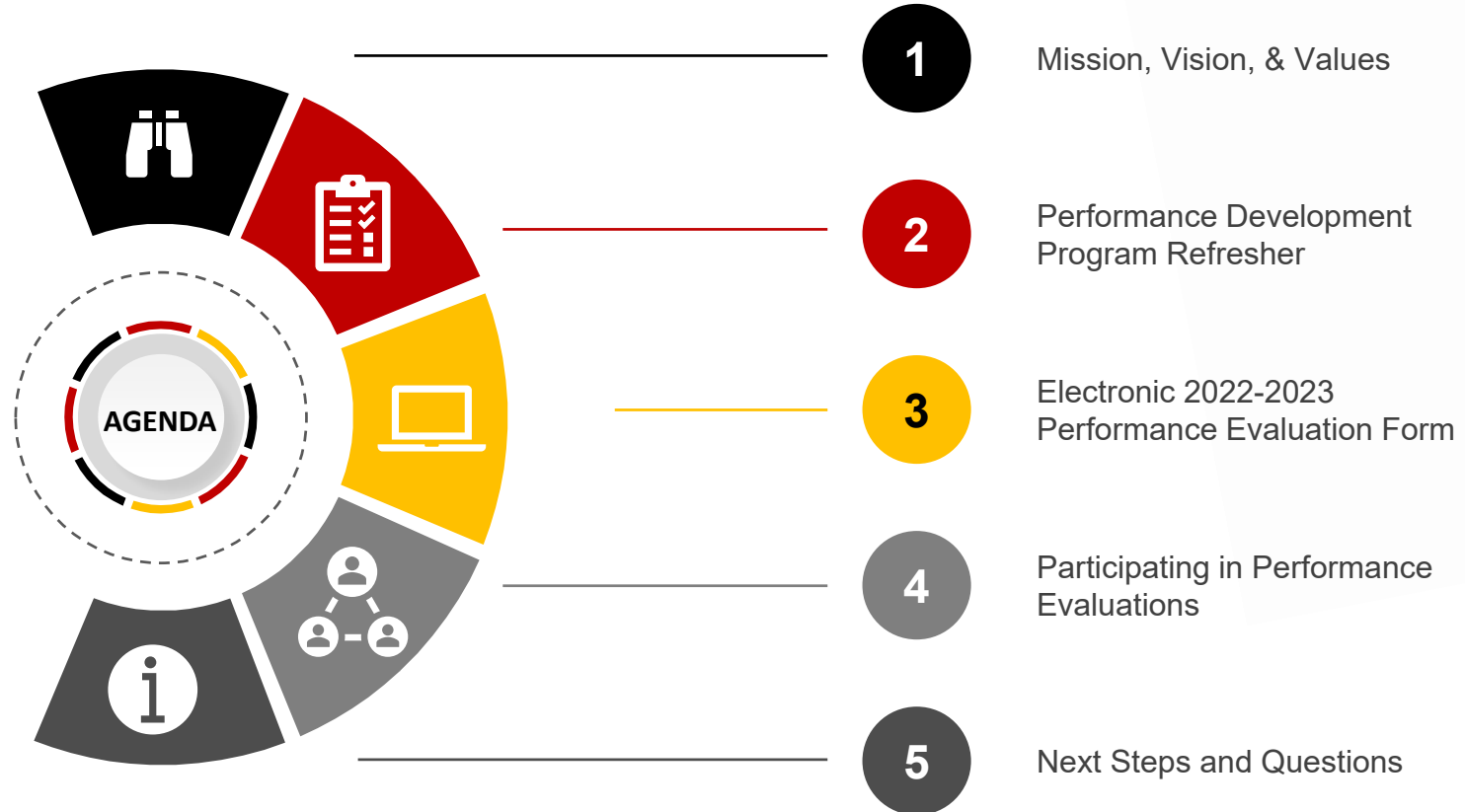
Employee signature: my signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

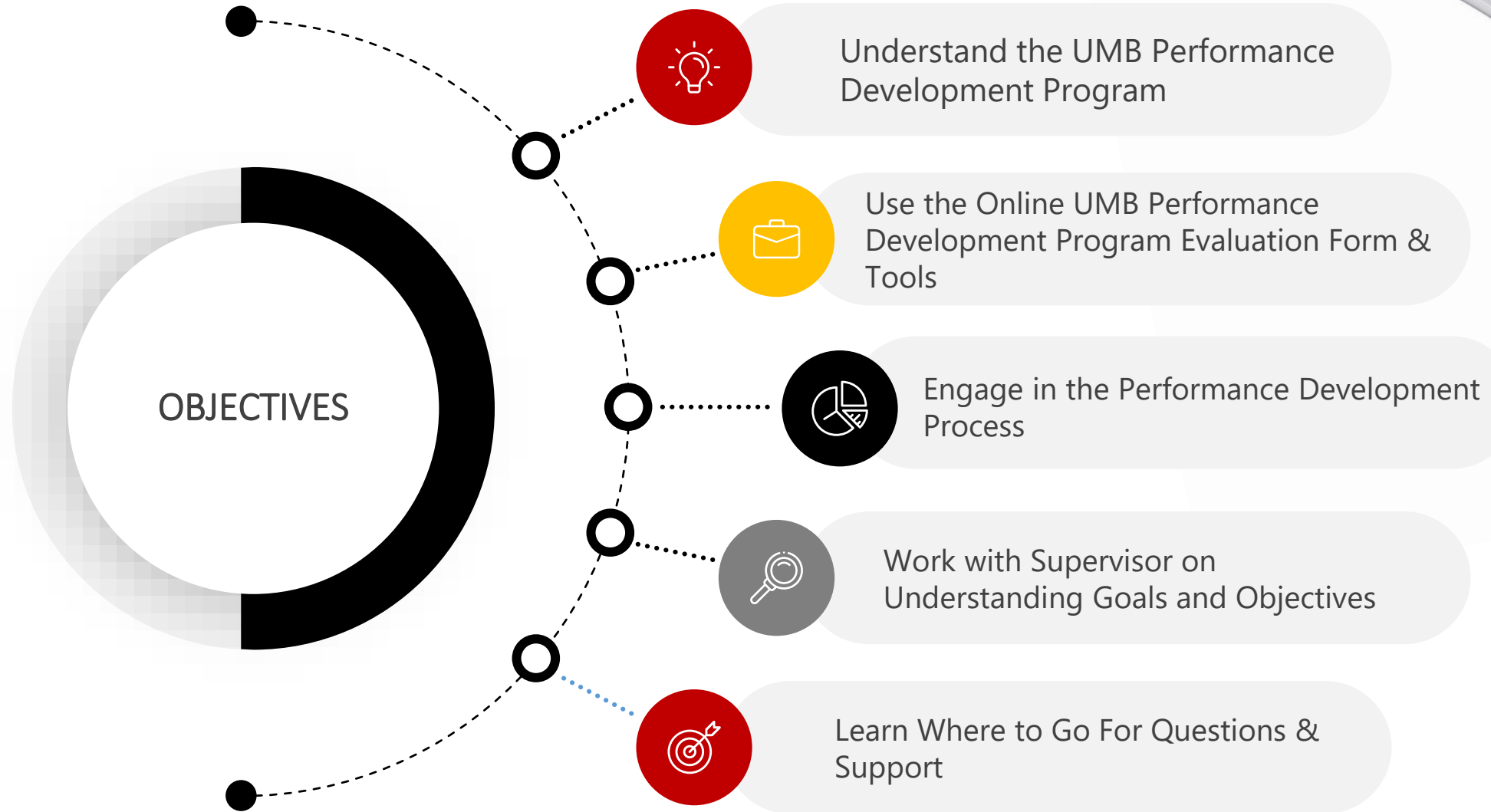
Employee:  |  Signature | Title:  | Date:

**STOP**  By checking this box and typing my name below, I verify that I have presented this evaluation to the above employee for their review.

Rating official:  |  Signature | Title:  | Date:

Reviewer:  |  Signature | Title:  | Date:







## **Our Mission**

To improve the human condition and serve the public good of Maryland and society at-large through education, research, clinical care, and service.





# VISION



01

Excel as a pre-eminent institution in its missions to educate professionals



02

Become a dominant economic leader through innovation, entrepreneurship, philanthropy, & interdisciplinary & interprofessional teamwork.



03

The University will be a beacon to the world as an environment for learning and discovery that is rich in diversity and inclusion.

04

The University will be a vibrant community where students, faculty, staff, visitors, and neighbors are engaged intellectually, culturally, and socially.

## UMB'S CORE VALUES

RESPECT *and* INTEGRITY

WELL-BEING *and* SUSTAINABILITY

EQUITY *and* JUSTICE

INNOVATION *and* DISCOVERY

#UMBtotheCore



# EQUITY, DIVERSITY, & INCLUSION

All people thrive, belong, and contribute wholly to the mission, vision, and values of the institution.

# Performance Development Program Overview

The Performance Development Program Has Not Changed



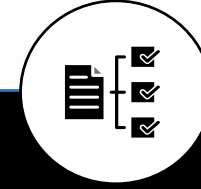
## Structure

The Performance Development Program provides a structure for employees and supervisors to communicate about performance and plan for professional development.



## Expectations

Effective performance evaluation involves communication between the employee and the supervisor concerning expectations, goals, and the standards for measuring performance.



## The UMB PDP

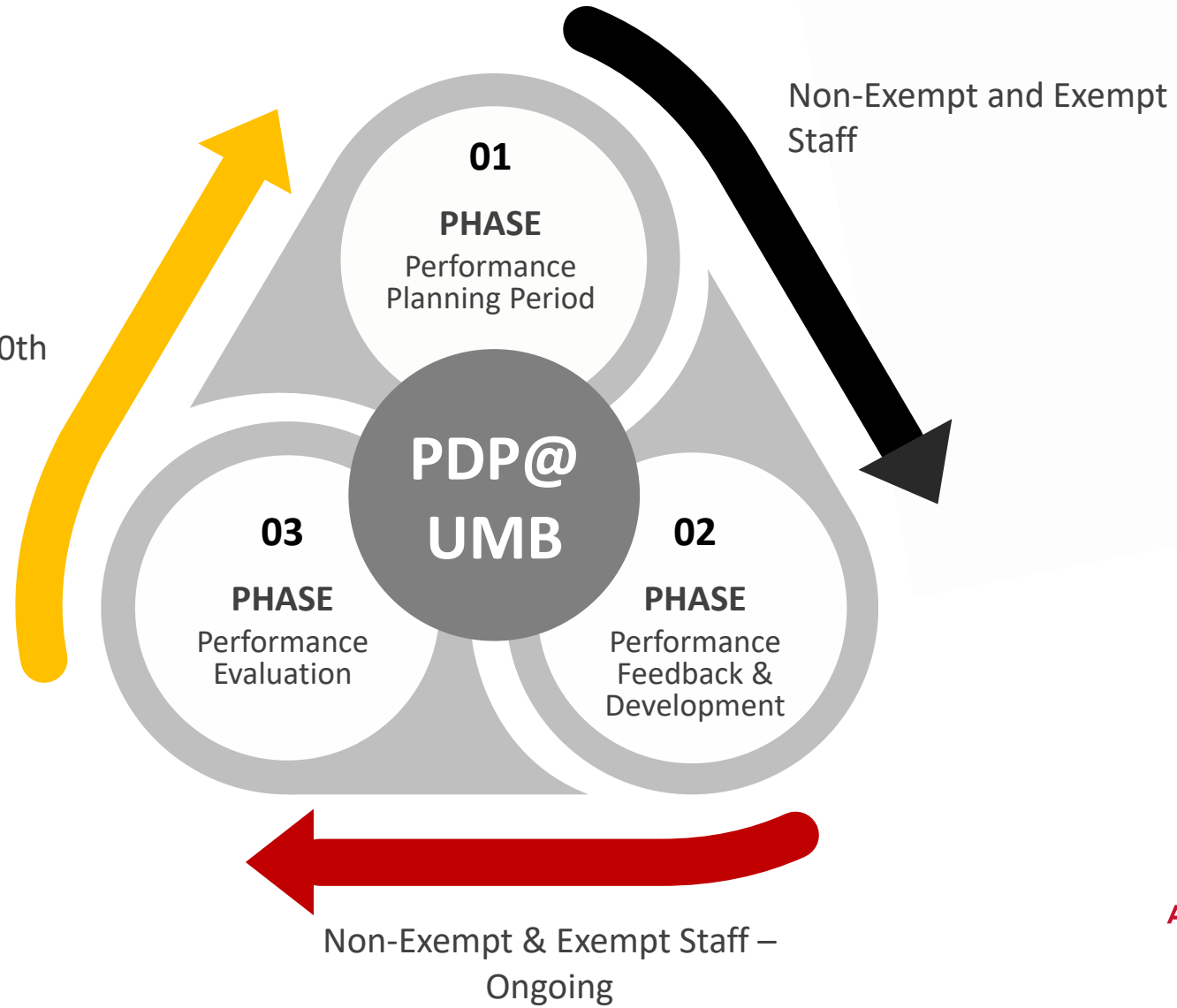
The Performance Development Program (PDP) is UMB's formal process for employee evaluation and development. Participating in the PDP process is a critical responsibility for every supervisor, and it is expected that an evaluation be completed at the end of the performance cycle. By using the process, employees are clear about goals, objectives, and expectations that are essential to an employee's development and overall success.



# Performance Development Program

**April 1<sup>st</sup> – March 31st**

Non-exempt: April 1st – April 30th  
Exempt: April 1st – June 1st



# Important Cycle Dates

Performance Development Cycle: April 1 <sup>st</sup> – March 31 <sup>st</sup>					
Employee Class	Performance Planning	Employee Self-Evaluation	Performance Feedback and Development	Mid-Cycle Review	Performance Evaluation Due
Non-Exempt	May 1 <sup>st</sup> – May 31 <sup>st</sup>	April 1 <sup>st</sup> - April 7 <sup>th</sup>	Ongoing	October	April 30 <sup>th</sup>
Exempt	June 1 <sup>st</sup> – June 30 <sup>th</sup>	April 1 <sup>st</sup> – April 30 <sup>th</sup>	Ongoing	November 30 <sup>th</sup>	June 1 <sup>st</sup>

Remember: Annual Performance Evaluations not submitted by the due date will automatically default to Meets Standards

# Who Receives an Evaluation?

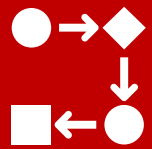
## ELIGIBILITY

Employees who have been in their position for at least 120 days by the end of the cycle (March 31, 2023) and are either:

- Non-exempt
- Exempt
- Contingent II

For the 2022 – 2023 cycle, must have been hired by 12/1/2022

# 2022 – 2023 Evaluation Form Changes – What's New?



## Electronic Submission

No longer using ImageNow.  
Automated process and workflows.



## User Dashboards

Each user will have a dashboard that keeps them up to date on tasks.



## Pre-Populated Fields

The system eliminates wastes of time where possible by pre-populating Supervisor and Staff data.



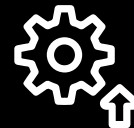
## Reporting Capabilities

Reports can be run in the system to help inform business decisions.



## Spell Check

Automatic spell check for Supervisor and Staff Comments.



## Employee Accessibility

Employees can now access their performance evaluations online.



## Multiple Reviewer/Signatures

With automated workflows, the tool can be routed through the system to the appropriate party.

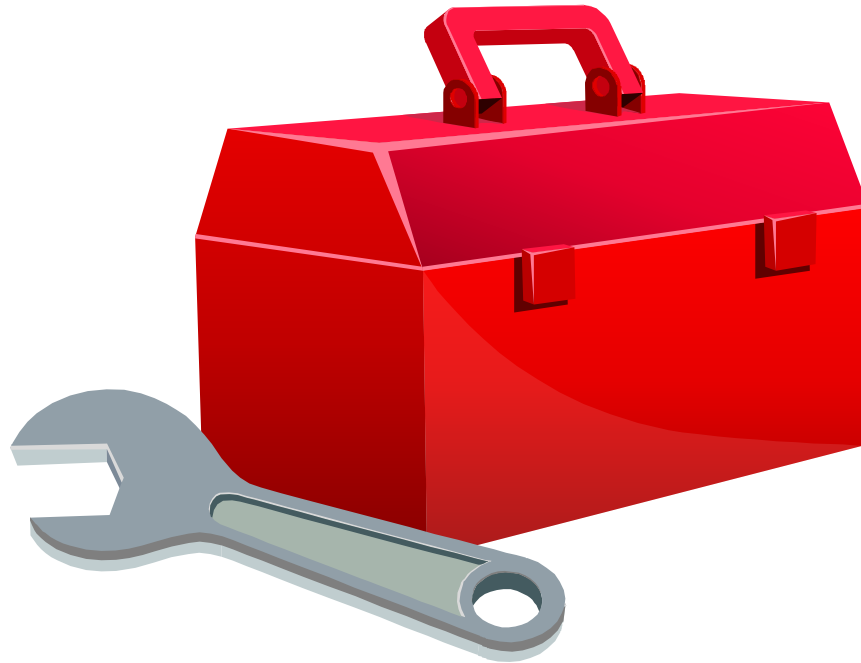


## Mobile Capabilities

This tool can be accessed via Mobile devices (cell phone, etc.).

# Accessing the UMB PDP Online Portal

Accessed via the Human Resources Services (HRS) - ELR PDP Website & the myUMB portal On 3/30/2023



## Under Construction

The ELR Website is Under Construction Due to CITS & Marketing/Communications System Upgrades.



# Completing the Online Annual Evaluation Form

# Landing Page

UNIVERSITY of MARYLAND  
BALTIMORE

UMB Performance Evaluation [Dashboard](#)

**UMB Performance Development Program**

The Performance Development Program (PDP) is UMB's formal process for employee evaluation and development. Participating in the PDP process is a critical responsibility for every supervisor, and it is expected that an evaluation be completed at the end of the performance cycle. By using the process, employees are clear about goals, objectives, and expectations that are essential to an employee's development and overall success.

All people thrive, belong, and contribute wholly to the [mission](#), [vision](#), and [values](#) of the institution.

**UMB Core Values**

- Respect and Integrity**  
We value each other and hold ourselves accountable for acting ethically and transparently using compassion and empathy.
- Well-Being and Sustainability**  
We care about the welfare of our people, planet, communities, and University.
- Equity and Justice**  
We embrace and are committed to diversity, and we value inclusive and just communities. We oppose racism and oppression in all their forms.
- Innovation and Discovery**  
We imagine and explore new an improved ways to accomplish our mission through education, research, clinical care, and service.

*At the University of Maryland, Baltimore, our core values demonstrate what we stand for and serve as a guide to how we behave. By acting on our core values, using them to guide our everyday interactions, we make UMB a place where everyone feels welcome, has a sense of belonging, and is supported to succeed."*

- President Bruce E. Jarrell, MD, FACS

Select the [Dashboard](#) link above to begin the NEW Performance Evaluation Form for 2022  
Welcome to an accessible, transparent, and effective tool for all!

HUMAN  
RESOURCES

HUMAN  
RESOURCES

# The Dashboard

UNIVERSITY of MARYLAND  
BALTIMORE

UMB Performance Evaluation **Dashboard**

My Evaluations

2022 Evaluation	Evaluation Status	2022 Self Evaluation
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# Employee Self Evaluation

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The screenshot displays the 'UMB Performance Evaluation' dashboard. At the top, there is a dark grey header with 'UMB Performance Evaluation' and a 'Dashboard' tab highlighted with a red box. Below the header is a light grey area with a 'My Evaluations' button. A table below shows evaluation details with columns for '2022 Evaluation', 'Evaluation Status', and '2022 Self Evaluation'. The '2022 Self Evaluation' column contains a blue link for '2022-2023 Self Evaluation (optional)', which is highlighted with a red box.

2022 Evaluation	Evaluation Status	2022 Self Evaluation
		<a href="#">2022-2023 Self Evaluation (optional)</a>

# Employee Self Evaluation, Cont'd.

Employee Information				Operational Objectives	Supervisory Objectives	Competencies	Learning Goals and Development Plans	Summary of Overall Performance	Review	Print
Employee Information										
Employee Last Name			Employee First Name			MI	Employee ID#			
Doe			John				012345			
Job Title				School/Division		Department				
Staffing Specialist						HRS				
Do you supervise other staff?			Type of Evaluation			Period Covered				
<input type="radio"/> Yes <input type="radio"/> No			Annual			2022 - 2023				
Supervisor of Record: (Last Name, First Name) ⓘ			Supervisor of Record EMPL ID		Supervisor of Record Email Address		Supervisor of Record Ext			
Sevdalis, Marina			012346		marina.sevdalis@umaryland.edu		410 706 7302			
<a href="#">Save Employee Information</a>										



# Employee Self Evaluation, Cont'd.

## Optional for Employees

**Non-Exempt 4/1/2023 – 4/30/2023**

Self-Evaluation 4/1/2023 – 4/07/2023

**Exempt Employee 4/1/2023 – 6/1/2023**

Self-Evaluation 4/1/2023 – 4/30/2023

- 
- ✓ Use Self Evaluation Form in PDP Platform



# Accessing Your Evaluation

The screenshot shows the UMB Performance Evaluation dashboard. At the top left is the University of Maryland Baltimore logo. Below it, the text 'UMB Performance Evaluation' is followed by a 'Dashboard' button. A 'My Evaluations' button is also visible. A table below contains evaluation data. A red arrow points to the 'My 2022 Evaluation' link in the '2022 Evaluation' column. The 'Evaluation Status' column shows 'Review and Signature Required'.

2022 Evaluation	Evaluation Status	2022 Self Evaluation
<a href="#">My 2022 Evaluation</a>	Review and Signature Required	

# The Online Evaluation Form



**UNIVERSITY of MARYLAND BALTIMORE**

UMB Performance Evaluation Dashboard Admin Tools Performance Evaluation Instructions

**Marina Sevdalis**

Employee Information Operational Objectives Competencies Summary of Overall Performance Learning Goals and Development Plans Summary of Overall Performance Review

Please review the evaluation below. Go to the Signatures section below to sign the evaluation.

**Employee Information**

Employee Last Name Sevdalis	Employee First Name Marina	Mi	Employee ID# 012346
Job Title Specialist, Employee Rel Sr	School/Division Administration and Finance	Department HRS	
Does this employee supervise other employees? <input type="radio"/> Yes <input checked="" type="radio"/> No	Type of Evaluation Annual	Period Covered 2022	
Supervisor of Record: (Last Name, First Name) Sunday Jones	Supervisor of Record EMPL ID 012347	Supervisor of Record Email Address sunday.jones@umaryland.edu	Supervisor of Record Ext 410 706 7302
Is there a rating official other than the supervisor of record? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Rating official:	Rating official EMPL ID	Rating Official's Email Address	Rating Official's Ext

**Operational Objectives**

N/A

**Competencies**

Basic work factors: Quality of work, quantity of work and timeliness

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

Work habits: Attendance and punctuality

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

Interactions: Cooperation and teamwork, interpersonal relationships

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

Customer service and/or public relations: Meeting customer expectations and representing UMB to the public

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

Problem solving skills: Problem solving, handling challenges, creativity

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

Job skills: Job knowledge, administration, initiative, oral and written communications

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

Planning and organization: Planning, setting objectives, organization and work allocation, coordination and integration, monitoring group results

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

Occupational safety and health: Following safe work practices, complying with safety policies, attending safety training, using personal protective equipment, reporting unsafe work conditions

Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

**Summary of Overall Performance**

Overall Rating and Comments:

Overall Rating:  Outstanding  Above Standards  Meets Standards  Below Standards  Unsatisfactory  N/A  
Comments: Excellent work!

**Learning Goals and Development**

N/A

**Signatures**

Marina Sevdalis (Employee):  
Please review your evaluation below.

Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Employee Comments

Type Your Name (Employee Signature) Today's Date

03/10/2023

**Sign and Submit My Evaluation**

Employee signature: my signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Employee Comments:

Employee Name: Marina Sevdalis	Employee Signature:	Employee Title: Specialist, Employee Rel Sr	Date:
Supervisor of Record Name: Sunday Jones	Supervisor of Record Signature: Sunday Jones	Supervisor of Record Title: Dir, Employee/Labor Relations	Date: 03/10/2023
Other Rating Official: N/A	Other Rating Official Signature: N/A	Other Rating Official Title: N/A	Date: N/A
2nd Level Reviewer Name: N/A	2nd Level Reviewer Signature: N/A	2nd Level Reviewer Title: N/A	Date: N/A



**ATTRACT. ENGAGE. DEVELOP.**  
www.umaryland.edu/hrs

# Employee Comment Sections

**Employee Comments**

Would you like to submit a comment to your supervisor prior to the evaluation meeting?

Yes  No

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**Signatures**

Marina Sevdalis (Employee)

Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

**This section has been disabled until you have completed your in-person review of your evaluation. Once your direct supervisor or other rating official has confirmed your in-person review, you will then be able to complete the signature section below.**

Final Comments After Evaluation Meeting

Type Your Name (Employee Signature)

Today's Date

**Sign and Submit My Evaluation**

Textboxes  
Greyed  
Out Until  
After the  
Evaluation  
Meeting

# Employee Comments Section, Cont'd.

Employee Information   Operational Objectives   Competencies   Learning Goals and Development Plans   Summary of Overall Performance   Review

**Submit Comments to Direct Supervisor**

- TO: Sunday Jones
- E-Mail: sunday.jones@umaryland.edu

Employee Comments

This was a great year. I'm excited for the next year and all that we are planning to accomplish. Great feedback!

Submit



# Employee Comments



As always, employees are encouraged, but not required to add comments to the evaluation.

## Feedback

Generally, the comment sections of the online form offers an opportunity provide feedback on your evaluation for your Supervisor to take into consideration.

## Resolutions

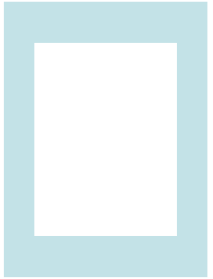
Adding comments can help to facilitate problem solving and can provide an opportunity informal resolution. Making your Supervisor aware of your feedback gives them an opportunity to respond.

## Two-Way Feedback

Making comments can open the door to conversation about the Staff members performance from the employee perspective. This can be a basis for two-way feedback.

# What To Do If I Disagree With My Evaluation

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**AGREE**



**DISAGREE**

Employees should express their disagreement with their supervisor. This may be done through conversation or included on the evaluation form.

# Employee Signature

**Signatures**

Marina Sevdalis (Employee):  
Please review your evaluation below.

**Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.**

Final Employee Comments After the Evaluation Meeting:

This was a great year. I'm excited for the next year and all that we are planning to accomplish. Great feedback!

Type Your Name (Employee Signature) Today's Date

John Doe 03/13/2023

**Sign and Submit My Evaluation**

Open for  
Comments  
and  
Signature

What My  
Signature  
Means

# My Evaluations Tab

UNIVERSITY of MARYLAND  
BALTIMORE

UMB Performance Evaluation Dashboard

My Evaluations

2022 Evaluation	Evaluation Status	2022 Self Evaluation
<a href="#">My 2022 Evaluation</a>	Reviewed and Signed	

Updated  
Status on  
Dashboard

# Performance Development Program

# Phase 1: Performance Planning

Staff have a vital role to play in the performance development cycle as the entire process revolves around YOU! You can play an active part in establishing goals and objectives along with your Supervisor. This process is a way to facilitate Two-Way Feedback, discuss progress towards meeting goals and objectives, and ask for assistance tools and resources if needed.



- Non-Exempt: May 1st – May 31st
- Exempt: June 1st – June 30th



# Performance Planning, Cont'd.

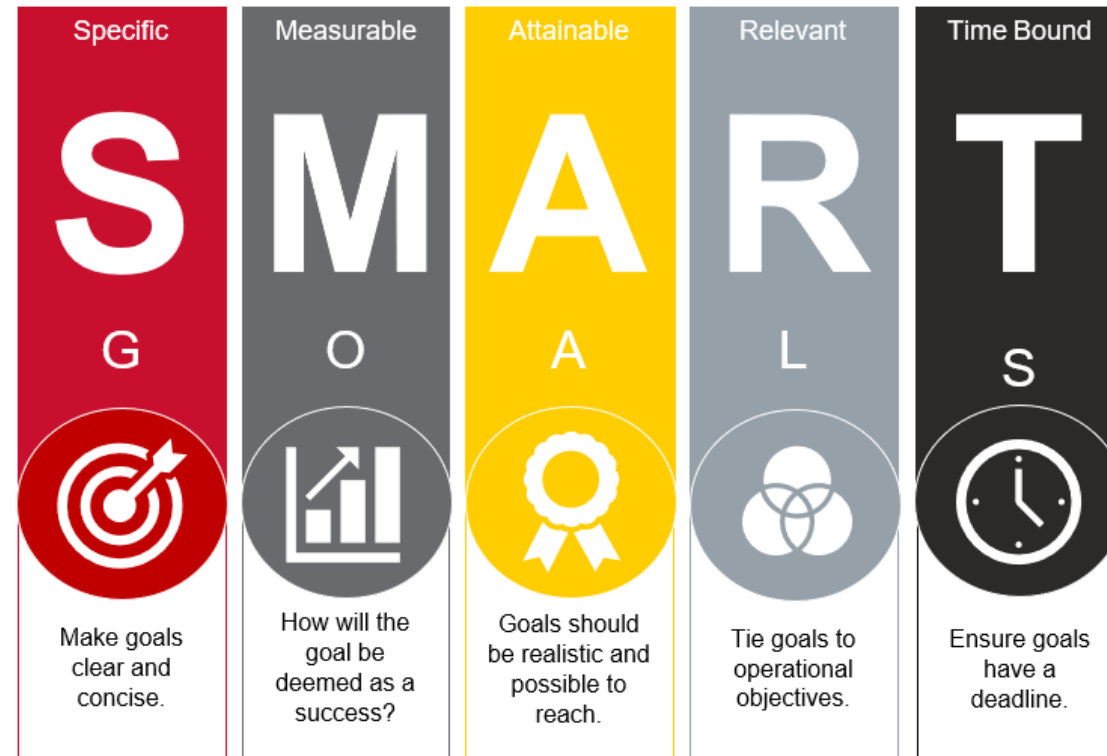
The period where your role, operational objectives, and developmental goals for the upcoming cycle are discussed and communicated.

## How You Can Participate

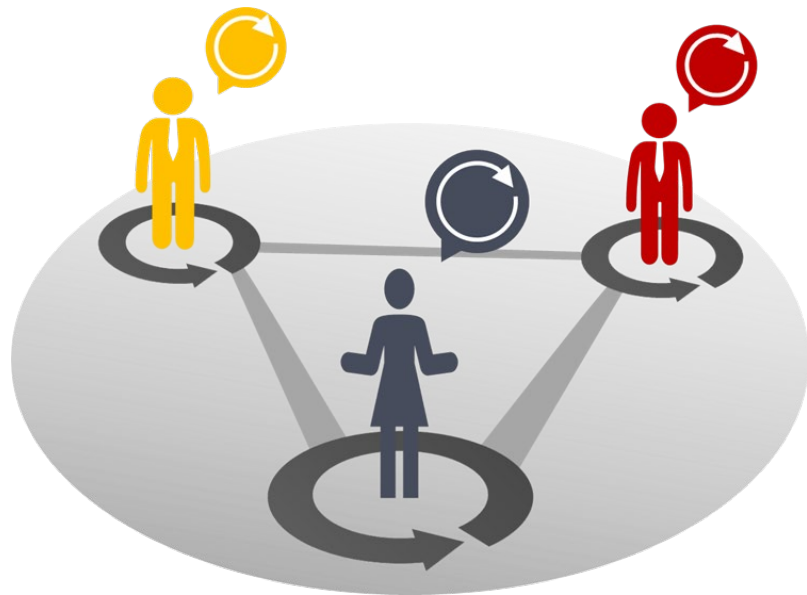
- ✓ Actively Listen
- ✓ Ask Questions
- ✓ Ask for Clarification for Anything You Do Not Understand
- ✓ Make Suggestions
- ✓ Confirm Expectations Are Clear
- ✓ If Needed, Ask for Help
- ✓ Sign-Off on Established Goals and Objectives

# SMART Goals and Objectives

Define and establish specific goals and objectives for the review period using the SMART method:



# Phase 2: Performance Feedback & Development



The process where an employee's knowledge, skills, and abilities are strengthened through **regular two-way feedback and communication** surrounding their job duties, goals, and objectives.

Non-Exempt & Exempt: Ongoing

# Mid-Cycle Review

**Non-Exempt: October  
Exempt: November 30<sup>th</sup>**

**HUMAN  
RESOURCES**

## Who Is Eligible?

Mid-Cycle Reviews  
Are Required For Non-  
Exempt Employees  
And Strongly  
Encouraged For  
Exempt Employees.

## Recommended Employee Role

- ✓ Participate In the Process & Related Discussions.
- ✓ Review Established Expectations
- ✓ You Do The Job Every Day. Provide Input on Goals and Objectives That Could Be Helpful.
- ✓ Identify And Communicate Areas Of Success
- ✓ Identify And Communicate Opportunities For Improvement
- ✓ Request Resources And/Or Assistance If Needed
- ✓ Ask Questions And Seek Clarification When And Where Needed.

# Phase 3: Performance Evaluation

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The process used to evaluate employee performance.



- **Non-Exempt: April 1<sup>st</sup> – April 30<sup>th</sup>**
- **Exempt: April 1<sup>st</sup> – June 1<sup>st</sup>**

# **Understanding the Performance Evaluation Ratings**



# Performance Rating Categories Explained

5 Rating Categories	
Outstanding	The employee's work <b><i>consistently exceeded</i></b> expectations
Above Standards	The <b><i>majority</i></b> of the employee's work <b><i>exceeded</i></b> expectations
Meets Standards	Performance <b><i>fully met</i></b> the established job expectations and may have periodically exceeded expectations
Below Standards	Performance met <b><i>some</i></b> of the job expectations but did <b><i>not fully</i></b> meet the established measures
Unsatisfactory	Performance <b><i>generally failed</i></b> to meet the established expectations or required frequent, close supervision and/or the redoing of work

# Overall Ratings Below “Meets Standards”



If the overall rating on the evaluation is “Below Standards” or “Unsatisfactory”, the employee will receive a Performance Improvement Plan (PIP)

## What is a PIP?

A PIP is a documented plan that communicates performance expectations, where an employee is not meeting the expectation and instructions on what must be done to correct deficiencies and the timeframe in which it should be accomplished.

Work with your Supervisor to determine goals, objectives, timeframes, and needed resources.

# Phase 3: Performance Evaluation

## Employee Role In The Process – Recommended Steps

- ☑ **Review Any Available Established Expectations From the Previous Year**
- ☑ **Gather Documentation About Your Performance (Accomplishments, etc.)**
- ☑ **Conduct a Self-Evaluation In Your Dashboard (optional)**
- ☑ **Review the Evaluation In Your Dashboard & Add Comments**
- ☑ **Meet With Your Manager to Discuss Your Evaluation and Provide Feedback**
- ☑ **After You Have Met With Your Manager, Provide Final Comments On Your Online Evaluation Form Through Your Dashboard**
- ☑ **Sign The Online Evaluation Form Through Your Dashboard**
- ☑ **Access Evaluation If Needed Through the Online Portal**

# Phase 3: Performance Evaluation, Cont'd.

## Recommended Helpful Tips

HUMAN  
RESOURCES

### MEET WITH SUPERVISOR

The evaluation is about you and your performance. Join the scheduled meeting on time, prepared to participate in the discussion!

02



01

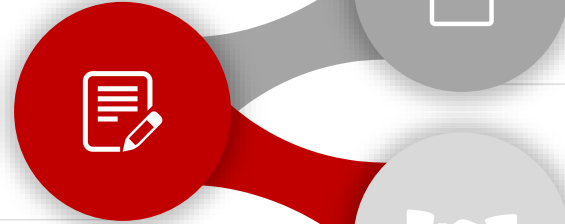
### RELAX

Come prepared by reviewing your evaluation in advance. Bring information to share that may be relevant & helpful to the meeting.

### CONFIRM UNDERSTANDING

Ask for clarification if there is something that you don't understand.

04



03

### PARTICIPATE

Be open to the discussion, provide feedback, & ask questions as needed.

### COMMENT

All Staff has the ability to add comments to the evaluation form. This is a good opportunity to provide feedback.

06



05

### SUGGESTIONS

You are encouraged to make suggestions. If there is something that could be done a different way, let your supervisor know.

### FINALIZE THE REVIEW

07

After you have had the opportunity to review the evaluation, meet with your supervisor, & provide final comments. Sign the online evaluation to acknowledge that you have received it.

# Available Resources

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# Performance Development Program Solution Center

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RESOURCES

If You Have a Phone,  
We Have a Solution

## Designated School/Unit HR Representative

### PDP Solutions Center

- 4/1/2023 – 6/1/2023 (Monday – Friday)
- 7:30 AM to 6:30 PM
- [PerformanceManagement@umaryland.edu](mailto:PerformanceManagement@umaryland.edu)
- 410-706-7601

### Center for Information Technology Services (CITS)

- [help@umaryland.edu](mailto:help@umaryland.edu)
- 410-706-HELP (4357)
- Weekdays from 8:00 AM-5:30 PM & Weekends from 8:30 AM-5:00 PM

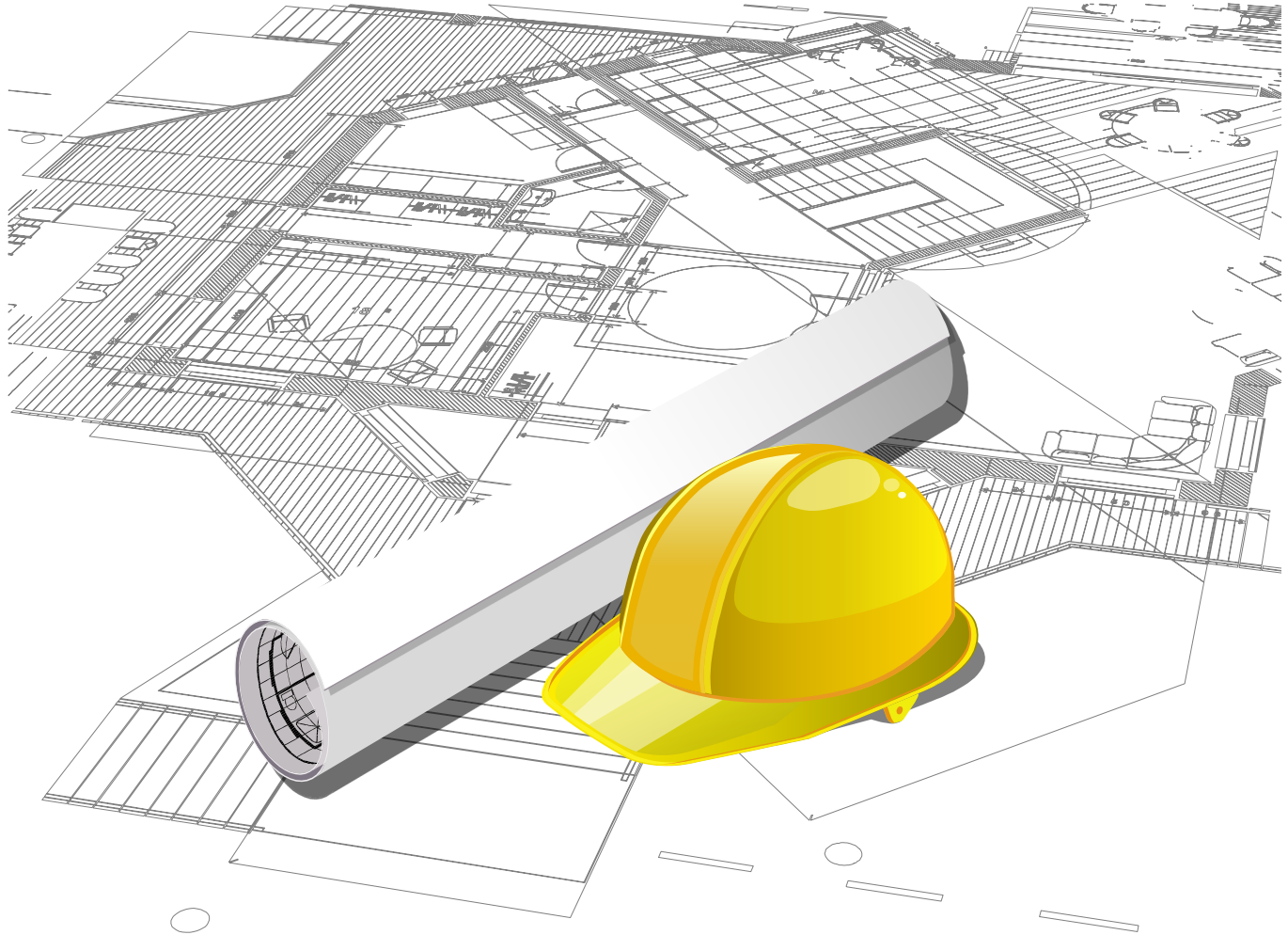
### Employee Labor Relations (ELR)

- [HREL@umaryland.edu](mailto:HREL@umaryland.edu)
- 410-706-7302

Updated Policies Coming Soon







# Under Construction ELR Website

Additional Resources Coming Soon



# ADDITIONAL ONLINE RESOURCES FOR STAFF

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RESOURCES

## FAQs

Online list of frequently asked questions and answers.

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## Presentation

Online recorded PowerPoint Presentation.



## Employee Resource Guide

Comprehensive guide for Staff to assist with how to actively participate in the performance review process.

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## Employee PDP Evaluation Form Instruction Guide

Guide for Staff on how to use the online PDP evaluation form.



**QUESTIONS**



# THANK YOU

Thank you for joining us today.  
We hope you enjoyed our discussion!