

2009 – 2010 Performance Rating Collection Process for SPA Employees

The 2009-2010 performance appraisal year will end on May 31, 2010. It is time to start planning and conducting annual performance appraisals and to notify managers and supervisors of their responsibilities to make this a successful program. Dan O'Brien, an Employee Relations Consultant provided information about the 2009-2010 performance rating collection process for SPA employees. Information highlights included:

- SPA Performance year ends May 31, 2010
- Every SPA employee must receive a rating
 - Each employee must be provided a copy of his/her appraisal, indicating a final rating
 - Rating must be entered into the HR system
- Each college and unit will identify one or more contacts or individuals to perform the data entry at the college or unit level. Information regarding this will be sent to Deans and VC's week of 4/19/10.
- Colleges and units will be informed of the timetable to enter ratings:
 - Opens May 12, 2010
 - Closes on Tuesday, June 9, 2010
- Ratings – must be whole numbers, 1 – 5or 7 & 8
 - Rating of 7 – if employee has not completed the required probationary period
 - If probation has been extended beyond the 6-month mark the employee must receive a rating.
 - Rating of 8 – if employee is currently on an extended leave – e.g., military leave, family medical leave, family illness leave, leave without pay, etc. – and thereby unavailable to receive a rating.
- Final thoughts
 - Encourage supervisors and managers to review rating definitions. A three (3) rating is good...and good is not average or bad.
 - Be aware that it will soon be time to start a new performance cycle and to start preparing to discuss future work plans.

If you have any questions or need assistance, please contact Dan O'Brien, the Employee Relations Strategic Partner, by phone at (919) 513-0700 or email dan_obrien@ncsu.edu. Additionally, please feel free to contact any member of the Employee Relations department for assistance on any related issues