

Date: March 8, 2024

To: UCR Faculty and Staff

From: Central Human Resources

Re: UCR's Performance Management Process – Forms and Resources for 2023 – 2024

It's time to complete the 2023-2024 (April 1, 2023 – March 31, 2024) performance appraisals.

Background

The University of California's [PPSM 23: Performance Management policy](#) informs campus locations that the performance of each employee shall be appraised at least annually in writing by the employee's immediate supervisor, or more frequently in accordance with UCR local procedures, bargaining agreements, and Academic Personnel Manual.

The performance appraisal is an opportunity for supervisors and employees to review whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth.

As the campus prepares for the performance review, it is important to understand that performance management is an ongoing process of communication between a supervisor and an employee that occurs throughout the year. The communication should include setting objectives, identifying goals, providing feedback, and evaluating results, which would be captured in the overall appraisal.

Appraisal Information and Timelines

The 2023-2024 Performance Management (PM) forms are now available on the HR Performance Management Forms and Documents [website](#). The available forms include:

- [Performance Appraisal Form](#)
- [Performance Appraisal Addendum](#)
- [Supplemental Performance Feedback Form](#)
- [Goal Agreement Form](#)

For the 2023-2024 evaluation period, each organizational unit must certify to HR **by Friday, May 31, 2024**, that all staff have received an annual appraisal for the 12-month performance period ending on March 31, 2024. Please visit the HR [Performance Management website](#) for further resources including a suggested [timeline](#).



April
Timeline

- + [Helpful Hints - Training and Information Resources](#)
- + [Activities for all Employees](#)
- + [Activities for Supervisors](#)
- + [Activities for Department Heads](#)
- + [Activities for Organizational Heads](#)
- + [Activities for Human Resources](#)

- Questions on the Performance Management process or performance concerns may be directed to the Performance Management designated email address: performancemanagement@ucr.edu.

The current Performance Management review cycle will end on March 31, 2024. As a reminder, completion of, or failure to complete the following UC-required training must be reflected in the completed Performance Appraisal form and will impact eligibility for any university salary programs:

- UC Cybersecurity Awareness Fundamentals
- UC Prevention Harassment & Discrimination
- General Compliance Briefing: University of California Ethical Values and Conduct
- COVID-19 Prevention
- Safety Orientation
- Abusive Conduct Training

The trainings are in the [UC Learning Center \(LMS\)](#).

For additional information about Performance Management, please visit the Performance Management [website](#). Specific information and instructions for ePer will be sent to those participating in the ePer Pilot.