



LOYOLA UNIVERSITY MARYLAND

— 1852 —

Human Resources

DATE: February 15, 2013
TO: Staff and Administrators
FROM: Kathleen M. Parnell, Assistant Vice President for Human Resources
SUBJECT: Annual Performance Evaluation Process for Staff and Administrators

Loyola's Performance Management Process helps align employee contributions with merit increases, and with the values, mission and goals of the University. The process provides an opportunity for supervisors and employees to celebrate accomplishments, discuss expectations for the coming year, and plan for professional growth and development.

Based on conversations with faculty chairs, staff and administrators after the close of the 2011-2012 evaluation process, where possible, we have made some changes:

- ✓ Some employees expressed a desire to complete a self-evaluation when it had not been required or set up in the Halogen system. If the supervisor does not require a self-evaluation through the system, the employee may elect to complete a paper form, and will submit it to the supervisor. In that case, the supervisor would review the self-evaluation and upload it to the employee's Halogen review file.
- ✓ There will be additional reminders throughout the review cycle. We will attempt to strike a balance between too many reminders and not enough reminders.
- ✓ Additional or specialized training was requested. To register for a training session, go to <http://www.loyola.edu/department/hr/programs/development/training.aspx>. In addition, we are offering department specific supervisory training, by request. To schedule a department supervisory training, contact your HR Generalist.
- ✓ The description for the score of "3" has been clarified.
- ✓ FAQ's about the Halogen system have been posted on the HR website.
- ✓ Word document evaluation forms, found on the HR website, have been updated to match the Halogen on-line forms.

FY13 Process

The 2012 – 2013 evaluation process begins on March 6 and closes on May 2, 2013. During this time, your supervisor may assign you to perform a self-evaluation. Shortly thereafter, the supervisor will complete the evaluation form. Most Loyola staff members and/or administrators are expected to receive, discuss and sign a completed 2012 – 2013 performance appraisal form.

Forms will be electronically signed by the employee and his or her supervisor by May 2, 2013.

In preparation for the upcoming process, please begin to gather and review your thoughts relative to your self-appraisal. Items to consider include:

- ✓ Job description and documentation of job duties
- ✓ Review of standards, goals and checkpoints
- ✓ Prior reviews, accolades, and/or performance improvement plans
- ✓ Accomplishments
- ✓ Training needs for the upcoming year

Information that will be helpful to you in the performance evaluation process, such as FAQs and the performance appraisal timetable can be found on the human resources website at: <http://www.loyola.edu/department/hr/programs/performance/annual.aspx>. Please visit our training website at: <http://www.loyola.edu/department/hr/programs/development/training.aspx>, to enroll in one of the Halogen software refresher trainings scheduled to begin during the last week of February.

If you need assistance with any aspect of the Performance Evaluation Process, please contact your HR Generalist:

Maryalice Burnham	Sr. HR Generalist	Academic Affairs CAS SOE SSBM	Ext. 1345
Jeanette Marshall	HR Generalist	Business and Finance Enrollment Management President's Office	Ext. 1343
Michele Montoya	HR Generalist	Administration Advancement Student Development Office of the EVP	Ext. 1372

You may also contact Amy Butwin, Director of Human Resources at Ext. 1367 or Kathleen Parnell at Ext. 2354.