



## LOYOLA UNIVERSITY MARYLAND

— 1852 —

TO: Staff and Administrators  
FROM: Cayce Fournier, Director of Compensation and HR Operations  
SUBJECT: Announcing Changes to the Performance Evaluation Program for Staff and Administrators

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We are pleased to announce upcoming changes to the performance evaluation program for staff and administrators. The changes come as a result of a year-long project that included gaining staff, administrator and leadership feedback. While some changes will occur for the upcoming review cycle, the majority will be implemented in the 2020-2021 performance year cycle. It is important for employees and supervisors to be aware of the changes as they begin completing the 2020 evaluations and begin goal setting for 2020-2021.

### **Changes for the upcoming evaluation cycle for work performed through February 28, 2020:**

- HR will initiate the self-evaluation for all employees. This will no longer be the supervisor's responsibility.
- The employee self-evaluation and the supervisor's evaluation will be in the same form so supervisors will see the employee's comments and self-ratings while completing the evaluation. This will require you to complete your self-evaluation by a set deadline.
- A calibration step will be inserted into the process after the second level review and before the performance conversation occurs. During this time, HR will review all performance score data and review with the respective senior leaders in the divisions.
- Since there will be major changes to the forms **next year**, this year requires supervisors to complete the performance review on the existing form for evaluations through 2/28/2020; and then begin the goal setting process on a new (separate) form. This will only occur for this one year.

### **Changes for next year's evaluation cycle (performance year 3/1/20-2/28/21):**

- The self-evaluation and calibration changes made this year will be carried to future evaluations.
- Incorporation of the mission and values into the performance form and performance conversations. This is not a scored component of the evaluation at this time.
- The addition of a non-scored section for a professional and service plan, encouraging the use of mission and community service leave.
- Addition of a rating for actual job duties as represented in the job description as part of the overall score.
- Reduction of the number of forms being used from 10 to 3. The three forms will be Supervisor, Non-Supervisor and Operations. The areas that used specialized forms in the past were Environmental Services, Event Services, Facilities, Grounds Crew, Office Support, Printing and Mail, and Public Safety. These areas may choose to use Operations or Non-Supervisor forms for certain titles.
- Reduction in the number of competencies and one comment box for a narrative (rather than a comment for each competency).
- Automation of the provisional evaluations. These will now be managed within Halogen and will only have a score of "meets" or "does not meet" expectations.
- Expanded website resources with training opportunities and updated FAQ's (available when cycle opens).

- The incorporation of the actual job duties as represented in the position description, which will be scored; and, a changed weighting of scored components. See the chart below:

<b>Supervisor Form</b>	<b>Non-Supervisor Form</b>	<b>Operations (Combined Form)</b>
Mission and Values – Not Scored	Mission and Values – Not Scored	Mission and Values – Not Scored
Job Duties – 30%	Job Duties – 30%	Job Duties – 50%
Goals – 40%	Goals – 40%	Goals – Optional
Competencies – 30%	Competencies – 30%	Competencies – 50%

### **Next Steps**

We are hosting open information sessions where we will be providing an overview of the project and these changes. If you are interested in attending, please request approval from your supervisor to attend.

- Open Session 1: January 17, 2020  
9:00-10:00AM  
Timonium – Room 03
- Open Session 2: January 21, 2020  
10:00-11:00AM  
Cohn Hall 133
- Open Session 3: January 23, 2020  
3:30-4:30PM  
Cohn Hall 133

More information will be provided when the performance cycle opens in early February, along with specific performance management training opportunities.