

## **Frequently Asked Questions: Annual Performance Evaluation Process**

### **Q. What is the time period is covered for the annual evaluation?**

A. The evaluation should review work from March 1, 2025 through February 28, 2026. Employees hired on or after March 1, 2025 are included in the provisional evaluation process and therefore do not require an annual evaluation.

### **Q. How do I register for training on the annual performance evaluation process?**

A. Please visit the training program website to register: [Employee Development Opportunities | Office of People and Culture | Loyola University Maryland](#)

### **Q. What are the different evaluation forms for the annual performance evaluation process?**

A. There are three evaluation templates, which are assigned based on position:

- Non-Supervisor
- Supervisor
- Operations

### **Q. How do I access the performance self-evaluation in Workday?**

A. When you access Workday from Inside Loyola, you should have a task on your homepage to complete your self-evaluation.

### **Q. How long do I have to complete the self-evaluation in Workday?**

A. Staff and administrators have 3 weeks to complete the self-evaluation process in Workday. After the deadline, evaluations are automatically routed to the supervisor, and an employee may not be able to complete a self-evaluation after that date.

### **Q. Are self-evaluations required?**

A. Employees are required to complete the self-evaluation as part of the performance evaluation process. Employees must physically submit the self-evaluation in order for their supervisor to be able to complete their portion of the evaluation.

### **Q. The self-evaluation form reads more like something my supervisor should complete. Am I completing the correct form?**

A. Yes, employees evaluate themselves using the same form the supervisor will use. This allows employees to provide direct feedback to their supervisor on the specific areas in which they will be evaluated.

### **Q. I am trying to complete the evaluation, and I keep getting an error message that the sum of goal weights must equal 100. What does this mean?**

A. This message appears when the goal percentages do not add to 100%. The percentage weight of all goals must equal 100%. Review the form to ensure all goals total to 100%.

**Q. Where can I find information about this year's performance evaluation process?**

A. Additional resources may be found on the Office of People and Culture website: [Performance Evaluations | Office of People and Culture | Loyola University Maryland](#). Job aids are also accessible through the knowledgebase: [Knowledge Base - Performance Management](#).

**Q. What are we supposed to do with the mission, vision and values section?**

A. This section in the performance evaluation is a non-scored component designed to facilitate conversation between the supervisor and employee about how the employee's work embodies Loyola's core mission and how the employee represents Loyola's values. The definitions within the form are a subset, and supervisors should review the entire definitions and talk about how these can be demonstrated within work life at Loyola ([Mission & Vision | Loyola University Maryland](#)). For ideas, watch members of the Loyola University Maryland community discuss ways in which they, their students, their departments and the University as a whole, approach and support the mission: [Encountering the Mission | Mission Integration | Loyola University Maryland](#).

**Q. What are the steps and important dates in the annual evaluation process?**

A. Please access the website to review the memo regarding the annual evaluation process: [Performance Evaluations | Office of People and Culture | Loyola University Maryland](#).

**Q. What happens if an employee changed supervisors during the review period?**

A. If an employee transferred to a new supervisor during the review period, Workday will automatically trigger the "Get Feedback from Review" step in Workday to allow the current supervisor to request feedback from the previous supervisor. This step can be skipped if not necessary by accessing the gear icon on the Workday task. Please note, the feedback provided will be visible to the employee.

**Q. As a supervisor, how do I know if I need to do an annual evaluation for my new employee?**

A. You will receive a task in Workday to complete evaluations for your employees. Employees hired on or after March 1, 2025 are included in the provisional evaluation process and therefore do not require an annual evaluation. Supervisors can review performance evaluations for their team in Workday by selecting menu > talent management dashboard > my team's performance reviews.

**Q. What happens when a goal changes during the year or something supersedes it? Can they be changed or deleted?**

A. Goals can and often should change throughout the year with discussion between the supervisor and employee. While it is not recommended to delete goals that were established, if that goal is no longer relevant it can be updated with a N/A (not applicable) rating. Supervisors can review goals for their team in Workday by selecting menu > talent management dashboard > my team's goals.

**Q. As a supervisor, how do I "send back" an evaluation for an employee if they need to make a correction on their self-evaluation?**

A. You can route a self-evaluation back to an employee by selecting menu > talent management dashboard > my team's performance reviews. Locate the employee's name/evaluation and on the right-hand side, there is a button to "send back" the evaluation.

**Q. What is calibration?**

A. The practice of performance calibration refers to the steps taken to make sure that managers apply a consistent set of standards in determining performance ratings. The process ensures:

- A fair and objective performance appraisal of past performance is made for each employee in relation to others in similar roles and/or job levels, and;
- Managers apply similar standards to all employees.

Once the evaluations are written and scored, they come to the Office of People and Culture (OPC) for review. OPC will compile data and review with vice presidents as part of the calibration process. Supervisors will receive authorization to move forward with performance conversations after those meetings have occurred.

**Q. What if an employee is out on leave and will not return to sign off on the evaluation by the deadline?**

A. Please work with your employee experience partner regarding an employee that is out on a continuous leave of absence.

**Q. Who should I contact if I have any questions about the evaluation process?**

A. If you need assistance with any aspect of the performance evaluation process, please contact your employee experience partner:

Name	Divisions Assigned	Extension
Toya Daily-Smith	Academic Affairs, SSBM, School of Education, Loyola College, Enrollment Management, Student Development, President, Mission Integration	ext. 1360
Kimberly Cook	Advancement, Marketing and Communications, Finance and Admin	ext. 1367
Tiffany Parker	Athletics	ext. 1334

You may also contact Mike Jimenez, Assistant Director HRIS at ext. 1340 or Georgeann Burton, Director of Compensation and HR Operations at ext. 1364 with any system-related issues.