

June 28, 2023

To: Division Directors, Division Administrators and Managers

From: Shane Wiley
Executive Administrator, DOM

Re: UAB Staff Performance Evaluations

For the past few years, the University has worked diligently to create a consistent and effective Performance Evaluation process. This year, updates have been made to UAB Perform and UAB's performance management process to support a culture of continuous development. The Goal section is now housed separately from the annual performance evaluation. This change gives employees the ability to view, add and amend goals as needed. Also, employees and supervisors can use these goals during regular and quarterly check-in conversations. For more information on why we set goals and how to develop goals, please visit the [Development Planning](#) section of the [UAB Performance Management](#) website. There are online learning sessions available for Creating SMART Goals.

The purpose of this communication is to make you aware of the expectation for the 2023 Performance cycle, July 1 – September 30, 2023.

For the 2023 Performance cycle, all UAB full-time (01) and part-time (03) staff in Workforce Group A will complete their performance review via the Performance App. The updated electronic form for full-time (01) and part-time (03) staff in Workforce Group A will be made available on July 1. The electronic form will allow employees to set goals for the upcoming year, complete self-evaluations, and managers to complete evaluations of their direct reports, online.

On the Performance Management webpage <https://www.uab.edu/humanresources/home/performance-management> you will find resources to support you during this process including preparation for employees and managers, online learning resources, customized learning sessions, FAQs, and workshops.

We would like to encourage supervisors to identify and assign training opportunities that will foster growth and development for each employee in the DOM. The [UAB Organizational Learning and Development](#) website offers a wide variety of courses and learning opportunities.

An internal DOM process and timeline has been developed for this year's evaluation cycle. The process and timeline are available on the attached documents. In addition, a report has been created for each Division that includes Supervisors and each employee's job role. All this information has been placed in the DOM Omniview share drive within each Division's HR folder labeled "2023 Performance Management" Please review the information attached, let us know if there are any questions. Thanks.

Attachments

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