

FAQ

Will dates for SHRA and EHRA performance appraisals ever align?

Currently the dates don't align, but the SHRA and EHRA Non-Faculty performance management process is under review so this may change in the future.

Is there a performance management proxy role?

To assist on performance plan tasks such as entering overall ratings and entering performance plan, the supervisor can assign a co-planner to the task.

Are institutional goals automatically included like the current paper plan?

Yes, institutional goals will automatically be included in the plan and appraisal.

Will a new supervisor be able to see the employee's past performance plans?

Yes, the performance document tasks follow the employee. A new supervisor will see the full history.

What if we are working remotely and don't have scanners to upload paper reviews?

You can use e-signatures on PDF Documents or use a signature font in Word.

Can goals be unique, or do they need to come from a goal library?

They can be unique. A goal library is being reviewed for the future, but even then, you are encouraged to customize each goal to suit your employee.

How do I adjust goals mid cycle?

You can do this from the Goals menu. If there is a major shift in performance goals, then the supervisor can create a new performance plan for review and signature.

Can employees update their goal progress at any time?

Employees and managers can update goal progress at any time from the Goals menu. If an employee changes the details of a goal, then the manager will receive an email for approval. If it is only a progress update, then no approval is needed.

Can employees add comments to their appraisal?

Yes, comments can be added to the employee acknowledgement step or uploaded as an attached document. There is also a "Decline to sign" option for employees.