New SHRA Performance Appraisal Program: HR Update

HR Connections Meeting
April 20, 2017

Human Resources – Employee Relations
Keila Valentin, Sr. Employee Relations Consultant
SHRA Performance Appraisal Implementation Timeline

February
- Present to leadership
- Present to campus
- HR representatives begins late February
- Training for Supervisors and HR representatives continues
- Present to Staff Senate
- 2016 – 2017 Performance Cycle ends on 3/31/17

March
- Training for Supervisors and HR representatives continues
- Present to Staff Senate
- 2016 – 2017 Performance Cycle ends on 3/31/17

April
- 2017 – 2018 Performance Cycle begins on 4/1/17
- Training for Supervisors continues
- Informational sessions for Employees begin mid-April
- Present to Faculty Senate

May
- 2016 – 2017 Annual Appraisals and Ratings due on 5/26/17
- 2017 – 2018 Performance Plans due on 5/30/17

June
- Employee Relations submits ratings to UNC-GA through the June DataMart
Hybrid Training Approach

- Online computer based training module
  - Final edits being completed

- In-person college/division training sessions
  - Training Sessions Completed by ER & HR Partners: 40+
  - Send training rosters to: employeerelations@ncsu.edu

- In-person campus-wide sessions
  - Completed Training Sessions: Supervisor (8); Employee (2)
  - Upcoming Training Sessions: Supervisor (2); Employee (4)
    - Registration via REPORTER: go.ncsu.edu/reporter
# Campus-Wide Training Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, April 25, 2017</td>
<td>10am - 12pm</td>
<td>Talley Student Union- 4101</td>
<td>Employees</td>
</tr>
<tr>
<td>Thursday, April 27, 2017</td>
<td>9am - 11am</td>
<td>Talley Student Union- 4101</td>
<td>Employees</td>
</tr>
<tr>
<td>Thursday, April 27, 2017</td>
<td>2pm - 4pm</td>
<td>Talley Student Union- 4101</td>
<td>Supervisors</td>
</tr>
<tr>
<td>Wednesday, April 26, 2017</td>
<td>9am - 11am</td>
<td>Talley Student Union- 4101</td>
<td>Supervisors</td>
</tr>
<tr>
<td>Wednesday, May 17, 2017</td>
<td>10am - 12pm</td>
<td>College of Textiles - 2225</td>
<td>Employees</td>
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</tbody>
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Online Resources

- **SHRA Performance Appraisal Form**
  - Available now in a Word and PDF Fillable document

- **Additional Resources Added:**
  - 2017-2018 Performance Appraisal Cycle Timeline
  - Supervisor Checklist
  - Additional Sample Completed Forms
    - Business Services Coordinator
    - Social-Clinical Research Specialist

- **Online resources available on the ER website:**
  - https://er.hr.ncsu.edu/performance-management/
Next Steps....

- Performance Plans must be completed by May 30\textsuperscript{th}

- In order to ensure compliance, ER is working on a certification process
  - HR Partners certify that performance plans and annual appraisals have been completed for SHRA employees

- Continue to advertise available training
  - Encourage employees and supervisors to attend a training session or complete the online module
  - Ensure new supervisors are trained on the new program
Contacts & Additional Resources

- Central HR Employee Relations Team
  - Dan O’Brien, Sr. Employee Relations Consultant
  - Keila Valentin, Sr. Employee Relations Consultant
  - Elizabeth Kane, Employee Relations Specialist
    - Phone: (919) 515-6575
    - Email: employeerelations@ncsu.edu

- Employee Relations website:
  - https://er.hr.ncsu.edu/performance-management/performance-management-new/