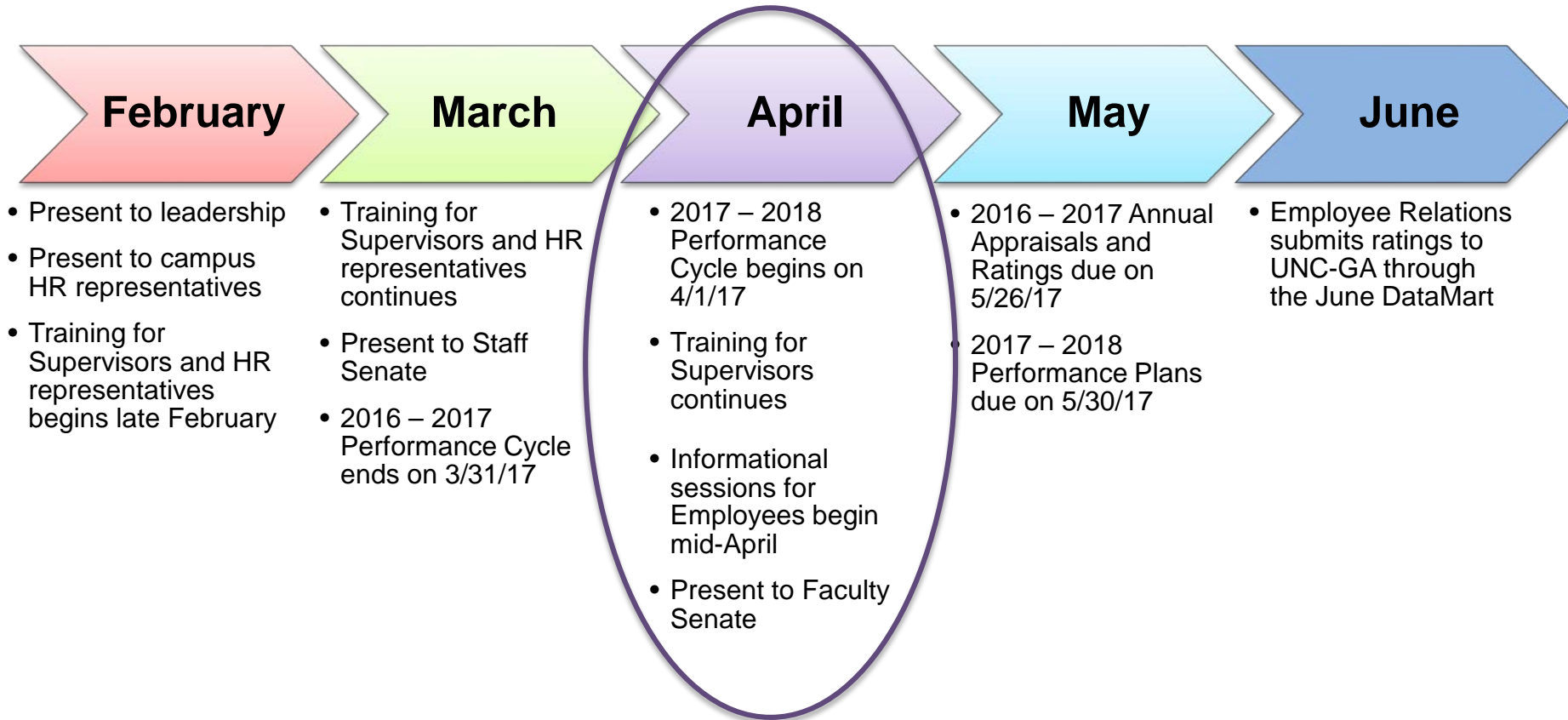


# **New SHRA Performance Appraisal Program: HR Update**

**HR Connections Meeting  
April 20, 2017**

**Human Resources – Employee Relations  
Keila Valentin, Sr. Employee Relations Consultant**

# SHRA Performance Appraisal Implementation Timeline



# 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](mailto: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](http://go.ncsu.edu/reporter)

# Campus-Wide Training Sessions

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

# 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<sup>th</sup>**
- **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](mailto:employeerelations@ncsu.edu)

## ➤ Employee Relations website:

- <https://er.hr.ncsu.edu/performance-management/performance-management-new/>

