

Fall 2018 Staff Performance Evaluations

Academics

Research

Service Areas



University of Mississippi Medical Center

2018 Staff Evaluations

- ✓ Completed Work:
 - ✓ Departments completed review of evaluator assignments August 2018
 - ✓ Requested changes updated in Lawson and Halogen

If an employee on your Halogen task list to evaluate should be evaluated by another supervisor:

- Email HR-Academic&Research@umc.edu with the employee's name, ID number, and correct supervisor OR
- Use *Assign Manager* function in Halogen evaluation process to reassign to correct evaluator

2018 Staff Evaluations

- Two Processes Begin November 1, 2018
 - 1) Clinical, direct-patient interfacing
 - 2) Nonclinical
- Evaluation is of Primary (1st level) Position
- Employees hired before June 1, 2018 and NOT on leave are included in process*
 - If employee on leave is on your task list, email HR-Academic&Research@umc.edu with the employee's name, ID number, and anticipated return date

* Excludes House Officers

Clinical Evaluation

Clinical Evaluation-Process Steps

- 1) Evaluator Completes Evaluation Form and Submits
- 2) Evaluator Meets with Employee to Discuss Performance
- 3) Employee Final Comments, Choose “Agree/Disagree” Statement and Sign-Off
- 4) Evaluator Sign-Off

Clinical Evaluation-Process Details

- Evaluation Forms are same as those utilized by UHHS
- Confirm evaluation form assignments are correct before editing form. Email HR-Academic&Research@umc.edu immediately with discrepancies
- Job-specific forms with specific job competencies embedded in the form will be assigned, if available
- If form does not have job-specific competencies listed, reference the employee's job description to assign proficiency and performance rating for each job duty on the job description

Clinical Evaluation-Process Instructions

- Supervisor comments are required for all ratings other than 3.00 (Solid) Rating
- Each employee should have at least one development plan and no more than three. Development plans should tie to departmental and organization goals
- Overall scores of 4.50 or greater will be reviewed by HR and routed to Senior Leader for consideration
- Overall scores of 2.99 or less will be routed to HR Business Partner for review. Discussion with HRBP should occur prior to meeting with the employee

Clinical Evaluation-Process Instructions

- All steps of the evaluation must be completed by January 31, 2019 including evaluations for PRN employees, so plan accordingly based on your PRN employees shifts
- If you send an evaluation for third-party review, comments are received via annotations. You will see an icon at the top of the evaluation if there are annotations to review

Non-Clinical Evaluation

Non-Clinical Evaluation

- New Features
 - Includes employee “self-evaluation”
 - Removes forced scores and categories
 - Summation of performance during the lookback period as narrative comments
 - Abbreviated to few “dialogue-stimulating:”
 - 1) Overall performance during lookback period
 - 2) Successes during lookback period
 - 3) Workplace frustrations that impacted performance
 - 4) Work-related goals for coming performance period
 - 5) Describe how Manager can help support employee to achieve goals over the next performance period

Non-Clinical Evaluation-Process Steps

- 1) Employee writes self-appraisal
- 2) Manager writes employee appraisals and discusses with employee
- 3) Employee adds any final comments and performs sign-off
 - Includes an “I Agree” or “I Disagree” option
 - If “I Disagree” is selected, manager will be contacted by HRBP to provide consultation
- 4) Manager reviews final comments, adds final comments, and performs sign-off

How To Prepare

Manager Soft Skills Training Class

- Class Will Cover How To:
 - Deliver Most Meaningful Feedback in Evaluation Form
 - Guard Against Unconscious Bias
 - Prepare for Discussion with Employee
- Dates Offered:
 - October 31, 2018
 - November 8, 2018
 - December 6, 2018

[Click here to Register in Healthstream](#)

Use title "A&R Manager Eval Prep"

Open Labs: Guided Halogen Help

- Open Lab Training
 - *Interactive Computer Lab*
 - *Assist in Navigating through Halogen*
 - *Assist in Navigating through the Evaluation Process*
- No Registration Required
- Managers and Employees will be guided to sign up for these classes in the Halogen notification email

[Click here for Open Lab Dates and Times](#)

Additional Resources

In addition to our training opportunities, you can also find resources on the UMMC intranet including the following:

- Evaluation Process Instructions
- Navigating in Halogen Guide
- Tips and Tools

[Click here to access Additional Resources](#)

Communication

Communication Plan

October 26-Targeted Emails to all Evaluators through HR Academics and Research

October 29-Targeted Emails to all Employees Included in Processes

October 31-Announcement on UMMC Scroll

November 1-Halogen System Email Notifications When Processes Opens

Throughout Process:

- Halogen System Email Notifications As New Tasks Assigned
- Halogen System Email Notifications As Tasks Approach Due Date

Questions?

Contact any member of the HR Academics and Research HR Business Partner team

Phone Extension 4-1946

Email: HR-Academic&Research@umc.edu

This informative PowerPoint is also available on the HR Academics and Research Website. [Click Here.](#)