



January 26, 2022

Dear University of Alaska Staff and Supervisors,

This month marks the halfway point of the FY22 staff performance evaluation process. Performance Evaluations should be finalized and submitted by the end of the fiscal year (June 30, 2022).

Supervisors are responsible for ensuring evaluations are completed for their team members by the fiscal year end. It is UA's goal that 100% of staff members receive an annual performance review.

Performance evaluations engage supervisors and employees in discussing expectations and provide coaching and support to align individual goals with their departments and the University of Alaska.

Job Duties and Job Competencies

Performance is based on two factors - job duties and job competencies. Both are critical to long-term employee effectiveness.

1. Job Duties - WHAT the employee is hired to do
2. Job Competencies - HOW effectively the employee completes the job duties

Goal Setting, Performance Period, and Review End Evaluation

There are three parts to successful performance evaluations which are completed by both the employee and supervisor:

1. Goal Setting - Discuss job duties, competencies and establish performance period goals.
2. Performance Period - Track progress during regular one-on-one meetings to document achievements, update goals and discuss milestones..
3. Review End Evaluation - Employee and supervisor meet to rate employee performance and finalize the evaluation.

Performance evaluations can be completed one of two ways:

Option One: myUA Dashboard Performance Review

Performance reviews can be initiated by either the employee or supervisor. If the person being evaluated has supervisory responsibilities as part of their job duties, select the "NEW Supervisor Performance Review". Non-supervisors would select "NEW Non-supervisor Performance Review". Please do not use an earlier version in myUA.

Additional information is available at <https://www.alaska.edu/myua/>, under "myUA Performance Module Training Materials".



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Option Two: Paper/PDF Performance Review

As an alternative to myUA, employees and supervisors can complete **PDF performance reviews**. Some departments currently have standard evaluation forms. Human Resources has provided one as well at https://www.alaska.edu/files/hr/performance_appraisal_form_ent.pdf. Please send the completed performance evaluation to your department [HR Coordinator](#).

Training

If you would like to attend a staff performance management training please enroll in one of the upcoming sessions through [myUA](#). To see a full list of training opportunities, please go to the [Human Resources Training Calendar](#).

For questions, please contact us at 907-450-8200, ua-hr@alaska.edu.

Sincerely,

David

David Bishko
Acting Chief Human Resources Officer
University of Alaska