

The new University Performance Assessment Form (PAF) is now available on HR web site at: <http://www.unh.edu/hr/pubs-frm.htm#perf>. Also available are:

- Overview of the process
- Instructions
- 3-Month Performance Assessment Form
- Job Competencies – Introduction.
- Guide to Job Competencies

The information and training sessions conducted this fall for employees and their supervisors were well attended, and several participants made suggestions to improve the usability and effectiveness of the forms for the campus community. As a result changes were made to the forms. Below are some changes of note (please see the Overview and Instruction for complete descriptions of the process):

Sections III through V of the Performance Assessment Form (<http://www.unh.edu/hr/docs/performance-assessment-form-annual-6month.doc>)

1. VERSION PRESENTED AT SESSIONS - Each competency and “overall rating” had a 10-point scale.
CHANGE - There is now a 9-point scale, in response to overwhelming request for a “middle box”.
2. The descriptors on the rating scale have been:
 - increased to five (from three)
 - renamed
 - redefined
3. VERSION PRESENTED - Under each competency, there were *two* sections to be completed by the employee: (1) “How can I exhibit positive performance in this area?”, and (2) “How can I improve in this area?”
CHANGE – There is now *one* section for the employee to describe his/her “assessment of employee’s performance and results”.

Section VI of the Performance Assessment Form (<http://www.unh.edu/hr/docs/performance-assessment-form-annual-6month.doc>)

4. VERSION PRESENTED – The employee and supervisor combined their comments in *one* section under “Job Goals” and “Professional Development Goals”.
CHANGE – The employee section and supervisor section have been separated. A space is provided for the *employee* to fill in his/her goals, and there’s a section for the *supervisor* to finalize the goals under each section.
5. A section has been added for the employee to “Indicate ways the supervisor/ manager can assist employee in achieving goals”. (This section did not exist in the version presented).

Other items of note/clarification as follow up to the training and information sessions:

6. OPERATING STAFF. The new competency-based Performance Assessment Form is *required* for Operating Staff. Their assessment process has included a similar format; thus the new form is consistent with past practice.
7. EXEMPT STAFF (PAT, EE). **Two options** are available for exempt staff performance assessments during the transition to the new competency based approach. Previously performance assessments for exempt staff included a narrative format.

(1) *Performance Assessment Form (PAF)*. For *exempt* staff use of the rating scale is *optional*.

(2) *Narrative format*. The written performance assessment may be in the form of a letter. The rating scale is *not* required for the narrative version. The feedback provided to the employee is to be comprehensive and is to address the following in detail:

- University job competencies
- Job and professional development goals.

Also:

- Employee Self-Assessment. The supervisor should ask employees to submit, in preparation for the written assessment, a written description of his or her accomplishments over the assessment period, progress made toward achievement of job and performance goals, and additional comments.
- The performance assessment letter is to be signed by both the supervisor and employee.

Note: When the performance rating scale is *not* used for exempt staff (for either the form or narrative format), it will be the responsibility of the supervisor and department to determine the basis for making performance distinctions for decisions such as merit increases.

If you have questions on the performance assessment process, please call Human Resources at: 862-0501.

Please share this information with staff in your department/division.