

UC San Diego

CENTER FOR OPERATIONAL EXCELLENCE

LEAN, LUNCH & LEARN WORKSHOP

"Preparing for SPA Season"

FEBRUARY 27, 2023

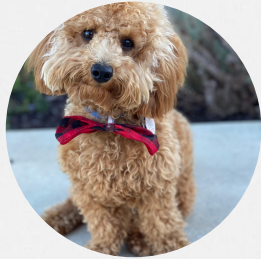


Our Sponsor:

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CENTER FOR OPERATIONAL EXCELLENCE



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THE "TEAM"



COE WEBSITE
L3 Workshops

Lean, Lunch & Learn Workshops

Lean, Lunch & Learn (L3) Workshops featuring a discussion on a best practice in Academic Affairs. The Best Practices group, composed of Academic Affairs Assistant Deans, will prioritize topics for the L3. The goal is to come up with a best practice by the end of each L3 workshop.

Submit your idea for an L3 Workshop - send us an [email](#).

Next L3 Workshop

Topic: **Campus Documentation Best Practices**

When: **October 14, 2022, 11:00 a.m. - 11:45 a.m.**

Recent changes have brought about the need to produce and locate instructions FAQs KBAs tips and policies. Come hear about the latest guidance from Campus Platform Technologies and share your best practices in deciding when to use Blink Collab ServiceNow KBAs or other sources.

Join us for this information workshop on your documentation needs - What goes where?

REGISTER

Previous L3 Workshops

+ [Expand All](#)

- ▶ SEP 2022: Staff Team Building
- ▶ AUG 2022: Fiscal Reporting - Overview & Updates
- ▶ JUL 2022: Resources to Train HR Contacts
- ▶ FEB 2022: Student Employee Onboarding Checklist

+ [Expand All](#)



OUR PANELISTS

Gilda Smith, HR Manager, EVCBO

Rexi Bonilla-Dayes, HR Manager, Chem BioChem

Scope for Today

- May 1st - Apr 30th Cycle
- Helpful Checklist Items
 - What?
 - When?
 - Who?(not how)
- Blink has the training, guides & technical info.

Supervising & Management

Annual Performance Appraisals

FAQ

Conflict Management

Hiring

Managing Performance

Performance Appraisal Training and Development Resources

Departments

Employee Relations

Annual Performance Appraisals

Last Updated: April 14, 2022 10:02:35 AM PDT

Give [feedback](#)

Learn about the annual performance appraisal process for policy-covered employees (and represented employees when applicable).

All supervisors are expected to provide employees feedback and clearly outline expectations through continuous performance management and an annual performance appraisal.

UC San Diego is committed to annual performance appraisals for all staff employees as they provide employee feedback, recognize accomplishments and set goals for the next year.

The University takes performance appraisals seriously, therefore, supervisors are required to complete performance appraisals for all policy-covered employees by the campus deadline to be eligible for any salary program announced. Supervisors must also complete performance appraisals for all represented, probationary and non-probationary employees in accordance with their performance appraisal cycle to be eligible for any salary program announced.

Answers to frequently asked questions are available on the [FAQ page](#).

UC San Diego Health and Health Sciences Employees

The information on this page pertains to UC San Diego campus staff employees. Health Sciences and Health System employees should [visit the Health HR website for more information about performance evaluations](#).

[- Collapse All](#)

▼ Key Dates (updated 2/1/2022)

Message regarding the 2021-22 annual performance appraisal program:

The Performance Appraisal process for policy-covered (non-represented) employees for the 2021-2022 cycle covers May 1, 2021 through April 30, 2022. Policy covered staff employee performance appraisals are due to be completed within 45 calendar days after the end of the appraisal period. The deadline is close of business **Wednesday, June 15, 2022**.

Therefore, those responsible for administering the process for your area can begin setting due dates and timelines to meet this year's deadline.

Performance Appraisal Cycle: May 1 - April 30

Deadline for supervisors to complete the performance appraisals: Generally mid-June. Supervisors should confer with local HR contacts for specific unit deadlines. For purposes of eligibility for any announced Salary Program, the supervisor must have moved the SPA to Prep for Signature (with limited exceptions) by the deadline.

Management Timeline

Early-Mid April: Email employees to remind them that the performance appraisal cycle ends on April 30. Provide a date when the self-appraisals will be due. Consider a date during the first or second week of May allowing them time to complete the self-appraisal after April 30.

Late April/Early May: Review the self-appraisals and write the performance appraisals. It is recommended that HR contacts review the performance appraisals prior to the supervisor meeting with the employee.

Late May: Conduct appraisal review meetings with the employees. The employee may or may not sign the appraisal during this meeting.

Mid-June: Deadline for supervisors to complete the performance appraisals.

WORKSHOP NOTES

- What = sticky note
- When = placement/date
- Who = HRC
- Guest link
- Zoom in/out as you need

Non-Represented Staff

PRIOR

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SPA Start

MAY 1 to JUN 15

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SPA End

Post SPA

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THANKS!
Any questions?



CENTER FOR OPERATIONAL EXCELLENCE

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