

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/smg_hr_policies.html

Implementation Guideline

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/pa01_smgimpguidline_1007.pdf

Per Regents Policy 7702, performance evaluations will be conducted annually by the direct supervisor for each SMG member. As in previous years, SMG Coordinators will be responsible for local coordination of the SMG performance management process in consultation with the Compensation Programs and Strategy Group and Office of the President.

In preparation for the 2010/2011 performance review cycle, it is recommended that SMG members take this opportunity to ensure that their goals and objectives for the remainder of 2011 align with the updated SMG Performance Management Policy as performance for 2010/2011 will be assessed using this policy. This will also assist in the construction of goals and objectives for the 11/12 review cycle which should be part of the final performance review.

Goals and objectives should be in alignment with those for key senior leaders and should be Specific, Measurable, Attainable, Relevant and Timely (SMART). Quantifiable and objective metrics should be used wherever possible to assess performance.

The 2010/2011 review cycle will follow the same timeline as previous years:

Performance Review Period: July 1, 2010-June 30, 2011

Ratings input into SLIS: September 30, 2011

Copy of Performance Review submitted to UCOP: September 30, 2011

Please submit a signed copy of the evaluation to Shelby.Chin@ucop.edu