



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Performance Appraisal Process

Policy Type: Human Resources

Policy Owner(s): Human Resources Manager

Policy contacts: Melissa Daufelt

Revised: (Date)
Reviewed: (Date)
Effective Date:

February 9, 2018

POLICY STATEMENT

Annual performance reviews, based on the calendar year, are conducted for all academic, civil service and labor represented staff of the University of Minnesota using the online AHC Performance Appraisal Tool (PAT). The review process aims to recognize achievement, to evaluate job progress, to align expectations, and then to establish goals for the further development of skills and strengths. We encourage use of multi-source feedback to ensure appraisals provide a balanced look at staff performance and contributions.

Review Schedule

Table with 2 columns: Action, Due. Contains 6 rows of performance appraisal actions and their due dates.

Resources

To assist employees and supervisors in using the Performance Appraisal Tool (PAT), trainings for completing self-evaluations and preparing performance evaluations are available on the AHC HR website

at <http://hub.ahc.umn.edu/human-resources/performance-appraisal-tool-pat>

Melissa Daufelt is available to assist in the performance appraisal process and can be reached at 612-626-341 or cchr@umn.edu.

Performance Ratings

If an employee demonstrates full competency in the majority of responsibilities, is consistently reliable, consistently produces accurate and timely work, consistently follows through on tasks independently, prioritizes work appropriately, depending on the job's level- manages people and processes efficiently and anticipates problems and plans ahead, they are **Meeting Expectations**.

Masonic Cancer Center job descriptions, although achievable, and depending on the level, will contain expectations of some problem solving, process improvement, and "wins" - in addition to the standard performance of daily duties. For an overall rating of **Exceeds Expectations**, an employee's performance of the role they were hired for was consistently beyond what was required in the job description.

If the employee consistently performed at a level beyond what was originally required in the job description, then that performance must be documented with appropriate examples and noted with the rating of **Exceeds Standards**.

- In the performance review, have you identified specific, objective examples to demonstrate that the employee consistently exceeded standards?
- In the performance review, have you clearly established how performance was beyond what was expected in most aspects of the job?

When an employee consistently performs at a level higher than expected for their position, it is time to re-evaluate their job. If the employee is being asked to accomplish more than their job description, but we are compensating that person for a lower-level of work, consider revising the job description. From there, the revised job description can be considered for a compensation review to assess if the job should be reclassified and the person should be promoted.

Merit Increases

- The availability of merit increases is dependent upon approval of the University's compensation plan by the Board of Regents.
- Merit increases are provided based on documented performance evaluations.
- Civil Service employees: Governed by the AHC Shared Units and Health Science Administration Unit Merit Pay Plan.
- Academic employees: MCC Director submits salary recommendations to the AHC Vice President's Office. Recommendations are reviewed and approved for compliance with University and AHC guidelines, consistency across units, and availability of funds.