

ePerformance Evaluation Frequently Asked Questions

Below are some questions that may help you on your journey to getting familiar with ePerformance. We hope that these FAQ's will be helpful to you. If you have any questions, check here first to see if it has been answered, if not, please send us an email at hrperformreviews@uta.edu for further assistance.

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1. Who is responsible for completing the performance evaluation for staff employees?

Normally, the employee's immediate manager or the "Reports to Manager" in UTShare, is primarily responsible for the timely completion of the evaluation.

2. When are staff employee performance evaluations due?

For regular A&P and Classified staff, the annual evaluation due date is typically in April each year.

3. What form should I use to complete a staff employee performance evaluation?

Performance evaluations for both A&P and Classified staff must be completed using the ePerformance Module in UTShare. Managers will use the following navigation to access their staff's evaluation documents: Manager Self Service > Performance Management > Performance Documents > Current Documents. You can access all training guides and tutorials for ePerformance on the Human Resources website.

4. What are the standard performance ratings for staff employees?

The standard performance ratings are the same for A&P and Classified staff. The ratings are:

- (1) Unsatisfactory
- (2) Improvement Needed
- (3) Solid Performer
- (4) Above Expectations
- (5) Outstanding

5. What is the rating period for annual performance evaluations?

The rating period for all annual evaluations is January 1st through December 31th of the previous year. For example, the 2020 A&P annual performance evaluation covers January 1, 2020, through December 31, 2020.

6. When should I do the annual performance evaluations for my employees?

The timeframe for completing and submitting annual evaluations is January up through the last week in March. An annual performance evaluation should be completed in UTShare no later than the established deadline.

7. What are the benefits to completing a performance evaluation with my employees?

It is important to complete annual evaluations for your employees to communicate job expectations, provide goals, and give open and honest feedback. A current annual evaluation must be completed to be eligible for merit consideration. If an evaluation has not been completed, UTShare will reflect that no evaluation was received for the employee. Additionally, the President is required to certify to that all eligible employees have a completed performance evaluation on file each year.

8. What are the guidelines for completing a probationary performance evaluation for an employee?

A probationary evaluation should be completed for Classified employees only. A&P employees do not serve probationary periods; therefore, a probationary evaluation is not necessary.

9. When should a probationary performance evaluation be completed?

A probationary evaluation should be completed in UTShare no later than 30 days after the employee completes 6 months of employment. For example, if the probationary period ends on January 1, 2021, the employee will have until January 15, 2021 to complete the self evaluation and the manager should complete the manager section no later than January 31, 2021.

10. When is a Next Level Manager/Administrative review required on a performance evaluation?

Anytime an employee has a performance rating of "Needs Improvement" or lower, the next level manager should be alerted to the review prior to discussing and sharing the performance evaluation with the employee.

11. What should I do if an employee refuses to sign the performance evaluation after we had the performance discussion?

An employee's acknowledgement indicates their input to the evaluation and that a meeting occurred with the manager to discuss it. Acknowledgment does not necessarily imply agreement with the evaluation. If, after explaining this to the employee, he/she still refuses to acknowledge receipt of the evaluation in UTShare, the manager should override the acknowledgement as "Refusal to Sign" and continue the steps to complete the evaluation in UTShare.

12. What should I do if the overall rating for the employee is "Unsatisfactory" or "Improvement Needed"?

An overall performance rating of "Unsatisfactory" or "Improvement Needed" must be accompanied by a Performance Improvement Plan (PIP), which is developed with the assistance of your Human Resources Business Partner. If the overall rating for a staff is going to be "Unsatisfactory" or "Improvement Needed", you must contact your HR business partner at least 14 days before reviewing the evaluation with the staff.

13. When is a performance evaluation considered completed?

A performance evaluation is completed when: 1) the employee has completed the optional self-evaluation; 2) the manager completes the evaluation in UTShare; 3) the manager and employee have met to discuss the employee's performance; and 4) the employee provides any necessary comments and acknowledges the evaluation. At this point, the system will automatically finalize and mark the performance evaluation as complete.

14. Can an employee respond to a performance evaluation?

Yes. An employee can respond to the evaluation by adding comments to the performance evaluation in UTShare.

15. What can an employee do if he/she has not received an annual performance evaluation by the due date?

The employee should contact the manager first and then if necessary, the Dean or department Vice President.

16. Do I have to continue sending the original performance evaluation to Human Resources?

No. Evaluations that are completed in UTShare ***do not*** need to be sent to HR. Human Resources will be able to access performance evaluations directly in UTShare.

17. What if an employee's duties or position changes in the middle of the year?

The performance evaluation should account for changes in duties; however, the evaluation will be based on the current position as of December 31st.

18. What if you have multiple managers during the year?

The current manager may request their HR Business Partner to transfer the performance evaluation to a previous manager to provide input on the evaluation.

19. What if you need to update or provide additional information when you've already completed your portion of the evaluation?

You can re-open the evaluation. Please contact the Office of Human Resources at 817-272-5554 or send us an email at hrperformreviews@uta.edu for more information. You can also follow the online ePerformance user guides.

20. When should the employee meet with their manager during the evaluation process?

The employee should meet with their manager before acknowledging the performance evaluation. This performance discussion should be held with the employee after sharing the evaluation, but prior to acknowledgement.

21. Where can I find the record of my completed evaluation?

Self-Service>Performance Management>My Performance Documents>Historical Documents.