

Reminder: Performance Reviews Due June 30

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Dear University of Alaska Staff and Supervisors,

This is a courtesy reminder that the FY24 staff performance evaluation period is underway. Supervisors are responsible for ensuring evaluations are completed for their team members. Submissions should be complete by the end of the fiscal year (June 30, 2024).

Performance evaluations engage supervisors and employees in discussing expectations and serve to align individual goals with their departments and the University of Alaska goals. It is UA's goal that 100% of staff members receive an annual performance review.

The **rating system has been expanded** in MyUA and also in the paper (PDF) evaluation version. The rating system moved from the three-rating system to a five-rating system. This provides you the opportunity to further differentiate performance within the performance factors and across your teams. See the five-rating system outlined below:

Does Not Meet Expectations	★
Partially Meets Expectations	★ ★
Fully Meets Expectations	★ ★ ★
Exceeds Expectations / Exceptional	★ ★ ★ ★
Sets a New Standard of Performance	★ ★ ★ ★ ★

UA HR provides training for and recommends using MyUA to complete the performance evaluation process. The use of MyUA eliminates manual processing and allows for automated emails, provides historical evaluation access for both the employee and supervisor, performance trending and reporting. There are two options for completing performance evaluations.

Option One: MyUA Performance Review

Performance evaluations can be completed from your [MyUA Employee Services dashboard](#). Please see training resources below. If the employee being evaluated has supervisory responsibilities as part of their job duties, select the "FY24 Supervisor Performance Review". Non-supervisors would select "FY24 Non-supervisor Performance Review".

Option Two: Paper/PDF Performance Review

As an alternative to MyUA, supervisors can complete **paper or PDF performance reviews**. Some departments currently have standard evaluation forms. Human Resources has provided one as well at https://www.alaska.edu/files/hr/performance_appraisal_form_ent.pdf. Please send the completed performance evaluation to your department [HR Coordinator](#), or via NextGen. You can find more information about submitting via NextGen in the [Knowledge Base](#).

Training and Additional Resources

To view training videos, the slide deck for the training and coaching materials, please follow this link to the [Training Materials Page](#) in MyUA. You will also find instructions on how to archive incomplete performance evaluations. Archiving incomplete evaluations will make locating current evaluations easier, and will declutter your dashboard. To see a full list of performance evaluation training opportunities, please go to the [Human Resources Training Calendar](#).

For questions, please contact us at 907-450-8200 or ua-hr@alaska.edu. If you have already completed your performance review, thank you!

Sincerely,

Memry Dahl
Chief Human Resources Officer
University of Alaska

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