

# 2023 Performance Management FAQ's

## **Does HR review and audit appraisals?**

No. Human Resources does not review or audit individual appraisals. The process and conversations are between the employee and their manager.

## **What is the non-union performance review period?**

The non-union review period is Jan. 1, 2023 – Dec. 31, 2023

## **What is the OPE performance review period?**

The OPE review period is March 2, 2023 – Feb. 29, 2024

## **Will my manager's manager review my appraisal?**

Yes. Your manager will review your appraisal with their respective manager before they meet with you. The manager's manager cannot make edits to the appraisal.

## **If I have a complaint against my manager, should I include it in my self-appraisal?**

Any complaints should NOT be included in your self-appraisal. Complaints should be handled through the appropriate channels with Employee Relations.

## **What if I switched jobs mid-year? Which manager will give me my review?**

Your current manager as of Jan. 3, 2024 (or March 11, 2024 for OPE members) will give you your review. If you transferred into the current position after Oct. 1, 2023, you will still complete the entire self-appraisal form. Your current manager may choose to consult with your previous manager to complete your appraisal.

## **Will I be able to review and print my appraisal after the appraisal period is closed?**

Yes. You can review and print your appraisals by clicking on the Talent & Performance app in Workday. Click on the More button on the right-side menu, then choose Printable Review.

## **What if an employee was hired after Oct. 1, 2023?**

All OPE and non-union staff will be sent an evaluation regardless of hire date. Employees hired after Oct. 1, 2023 should enter N/A for the Accomplishments and Professional Strengths sections of the template and then enter their goals for 2024. OPE members on probation will receive an evaluation.

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## **Can I attach supporting documents to my self-appraisal or to my direct report's self-appraisal?**

Yes. You can attach supporting documents to your self-appraisal or your direct report's self-appraisal. *You may not complete the appraisal in another form and attach it.* You must complete your self-appraisal in the Workday template. Documents may be attached in the self-appraisal portion of the review process and by the manager. NOTE: This is an optional feature and is not required.

## **What if I am on leave during the performance management period?**

Employees on leave during the 2023 review period will receive the self-appraisal task in their Workday inbox. HR will cancel the task for individuals who are on leave. The task will be reinitiated upon the employee's return to work. Questions regarding leaves should be sent to [leaves@usfca.edu](mailto:leaves@usfca.edu).

## **Can I review my 2022 appraisal?**

Yes. If your appraisal was completed in Workday, you should click on the Talent & Performance app in Workday. Click on the More button on the right-side menu, then choose Printable Review. If your 2022 appraisal took place outside of the Workday platform, please refer to the hard copy of the appraisal you received at the completion of the process.

## **Will there be a Merit Increase?**

No determination has been made regarding merit increases. Eligibility to receive an Annual Merit Increase requires that you complete the performance appraisal process for yourself and (if applicable) for your direct reports. This means completing your self-appraisal and reviews for your direct reports, ensuring that they have finished the entire review cycle and that you've completed your 1:1 meeting with them. There will be no exceptions to this policy.