



## **2025 Staff Performance Evaluation Guide**

### **PURPOSE**

The performance evaluation process is one of the most important tools we have for recognizing and improving the contributions and skills of the individuals who make up our organization and planning for our future success.

The Board of Regents requires that the employee's immediate supervisor completes a performance evaluation form and conference annually from *January 1, 2025, through December 31, 2025*, except where performance requires more frequent review or when job responsibilities change substantially. This includes everyone except those employees who are still within their 180-day provisional work period (i.e., those hired after July 5, 2025).

Completion of the performance evaluation process serves the following purposes:

1. To provide a consistent process University-wide.
2. To promote communication between employees and supervisors about the employee's work performance, policies, and practices within the unit that affect that performance, and how that performance might be enhanced.
3. To establish goals and expectations for the coming year.
4. To identify ways in which employees can develop their skills and encourage such development.
5. To justify, along with other relevant information and the recommendation of the supervisor and Department/Unit Head, for a potential pay rate increase, including merit, to be reviewed/approved by the Dean and University Human Resources.
6. To assist supervisors in determining the overall performance rating.

All supervisory personnel will be evaluated on their performance as supervisors, on administering the annual performance evaluation process, and on adherence to the University's non-discrimination policies.

## UGA Staff Performance Management Process

University Human Resources launched the updated Staff Performance Management process in January 2025 through the Professional Education Portal (PEP). This approach is designed to improve consistency, transparency, and overall quality of evaluations across the institution. This process aligns with the UGA Staff Competency Model introduced in 2019 and includes optional features for goal-tracking and skills enhancement to support employees' career growth.

The staff performance evaluation cycle for the 2025 calendar year begins January 1st, 2026, and closes on March 31st, 2026. This guide is to refresh your knowledge of the process and provide resources to better support you during this process. The evaluation form is in the Professional Education Portal (PEP). The format of the evaluation form is essentially the same as last year. There are online resources and a live refresher webinar hosted throughout the evaluation cycle. Here is some information to help you better prepare for the performance evaluation cycle.

### Scoring Rubric

While we are still utilizing the 5-point scale from the Staff Competency Model, our goal is to provide staff with the most accurate evaluation and helpful feedback. Please make sure you use the correct rubric for the correct employee status. There are different descriptors for NON-EXEMPT vs. EXEMPT staff. Also, if a KSAO (Knowledge, Skills, Abilities, and Other) area does not apply to the role, please select *N/A Not Applicable* (vs. scoring a “3”).

- [Rubric for Non-Exempt Staff \(PDF\)](#)
- [Rubric for Exempt Staff \(PDF\)](#)
- [How Will I Be Evaluated \(Interactive Website\)](#)

### Performance Process:

- Step 1: [Access Your Manager Dashboard HERE.](#)
- Step 2: Click on *Complete Performance Evaluations*.

You should see a list of evaluation types. Select an evaluation type to begin the process. If you need any further assistance, please refer to the PEP online course on UGA's performance management process, which is also linked on the Manager Dashboard in PEP. Verify that the list of individuals assigned to you for evaluation is accurate and reflects your entire team. If there are any discrepancies, please contact your HR Liaison, Jason Jones.

### Resources:

- Performance Evaluation Refresher for Supervisors: An online course that contains [detailed information about the performance process.](#)
- [UGA Performance Refresher Webinar: Live 1-hour refresher course will include the workflow process, the competency rubrics, tips and tricks, as well as lessons learned from last year.](#)
- [Performance FAQs \(PDF\)](#)

If you have any questions, please email University Human Resources at [hrweb@uga.edu](mailto:hrweb@uga.edu).

For hands-on training on the new evaluation process, supervisors can register for “UGA Journeys: Get to Know the New Performance Tool,” available in-person or via Zoom. For additional information about the new Performance Management process, please visit the Journeys [website](#) or email [journeys@uga.edu](mailto:journeys@uga.edu). If you experience any issues with registration, contact the PEP Help Desk at [pep@uga.edu](mailto:pep@uga.edu).

The performance evaluation process begins at the time of hire or the beginning of the evaluation cycle from January 1, 2025, to December 31, 2025. Each employee's position description and the UGA Staff Competency Model are the sources of job responsibilities and work standards upon which the formal performance evaluation is based. The supervisor should meet with all employees to review their detailed position descriptions and job-related expectations.

1. The supervisor completes the performance evaluation form in PEP, making sure to review the employee's position description in UGAJobs and review the PROPOSED evaluation with their supervisor BEFORE submitting the form. The supervisor does have the option to print/save the proposed evaluation as a PDF to review with their supervisor. If the supervisor reports directly to Dean Smith, transmit the PROPOSED (draft) evaluation documents directly to her via email or send her a link to those housed in OneDrive. Supervisors should allow their supervisor at least three business days to complete their review. The purpose of the supervisor's supervisor review is to ensure there is sufficient detail in all categories (e.g., justification of ratings, comments made for the ratings, etc.) and to discuss items that may need to be reflected/removed on the evaluation form.
  - a. *NOTE: Supervisors should complete the PEP course "[Performance Evaluation Refresher for Supervisors](#)," which highlights the essential information necessary to complete a performance evaluation in PEP.*
2. Upon completion (and after the supervisor's supervisor has reviewed/approved the proposed evaluation), the supervisor should arrange either a face-to-face or Zoom meeting with the employee to discuss the employee's evaluation. The supervisor should encourage active discussion during the meeting.
3. During the meeting, Supervisors should discuss, at a minimum, the following areas with the employee being evaluated:
  - a. The breakdown of the areas scored
  - b. Strengths
  - c. Development Areas
  - d. Recommended Actions
  - e. Review the position description with the employee
    - i. The supervisor and employee should make note of any changes to the position description that may form the basis for a potential review of the position description through the UGA HR Evaluate Process.
    - ii. If a supervisor feels an update to the position description is warranted, they should speak with their Department/Unit Head to discuss a formal review of the position description.
    - iii. If the Department/Unit Head agrees that an update is necessary, they should speak with the Dean for consideration.
    - iv. If the Dean agrees an update is necessary, the supervisor and/or Department/Unit Head should partner with the Human Resources Manager to complete and submit a [Position Evaluation Proposal](#) for consideration.
4. The supervisor then submits the performance evaluation form in PEP and emails the Human Resources Manager at [Jason.jones@uga.edu](mailto:Jason.jones@uga.edu), letting him know the evaluation has been submitted.
  - a. *NOTE: The supervisor submitting the form in PEP is the "point of no return." If the evaluation needs to be rolled back to the supervisor for any reason after it has been submitted, the supervisor will need to contact Jason Jones for assistance.*
5. Once the supervisor emails Jason, he will contact University Human Resources and request a bulk release request.
  - a. *NOTE: Evaluations will automatically be released to the employee after March 31, 2026.*
6. Once the evaluation has been released, the employee will receive an email with a link to review the evaluation. Through the link, the employee will have an opportunity to provide any feedback on their performance evaluation and attach any documents they feel might be relevant to their evaluation. Once they complete that step, the evaluation will be housed in the employee's PEP Snapshot.
7. In the PEP Snapshot, Professional Development Plans can also be created for yourself or any of your direct reports. For more information regarding development plans, please view the PEP course titled Professional Development Plans.