



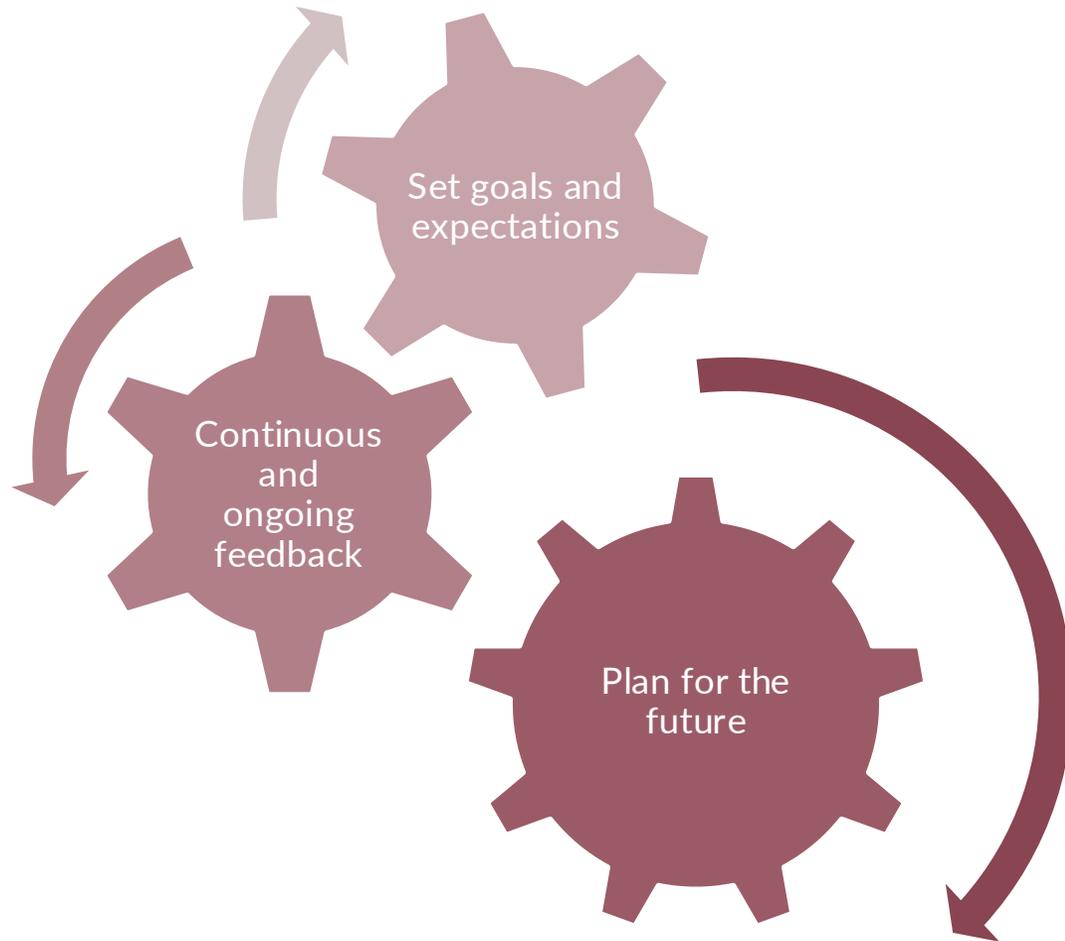
UNIVERSITY OF
ARKANSAS.

Performance Review 2026 Overview

Today's Schedule

TIME	PRESENTATION
30 min	Performance Evaluation Process Overview
30 min	<i>Breakout Room 1</i> Evaluating Others <i>Breakout Room 2</i> Evaluating Yourself
30 min	Q & A

What is Performance Management?

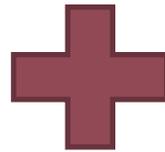


- Ongoing process between managers and employees
- Anchored in a focal annual review process

Performance Management at the U of A

What

- Major contributions or accomplishments
- Objectives and future plans



How

- UA System Competencies
- Effectiveness

Roles and Responsibilities*

Employee

- Objectively reflect on past year
- Be open to feedback
- Take control of your career

Supervisor

- Objectively evaluate performance
- Provide specific, actionable feedback and recommendations
- Discuss career aspirations

University

- Organizational transparency
- Provide tools and resources

*staff only

Performance Management Timeline

October – December	January – March	April – June	July - September
<ul style="list-style-type: none">• Reflect on the year• Review & update position restrictions (manager)• Quarterly check-in conversation	<ul style="list-style-type: none">• Complete necessary components of the focal review• Have formal performance review conversation	<ul style="list-style-type: none">• Quarterly check-in conversation	<ul style="list-style-type: none">• Quarterly check-in conversation

← Continuous and on-going feedback conversations →

Performance Reviews at the U of A

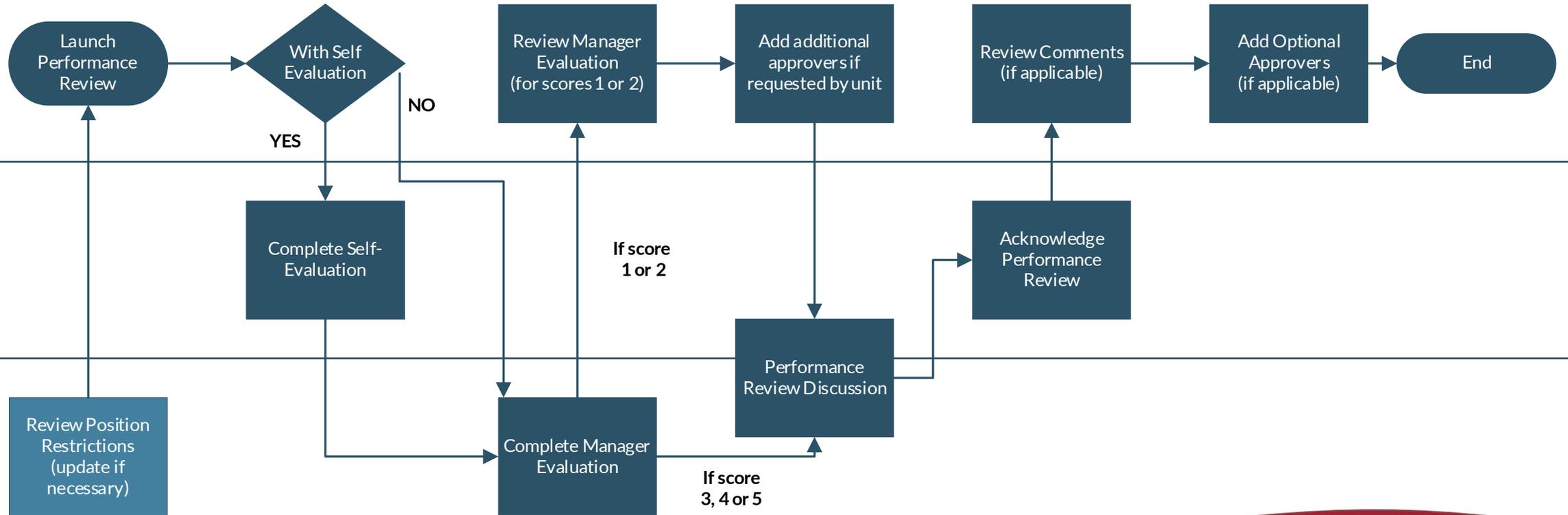
Performance Review Process

March 31

HR Partner

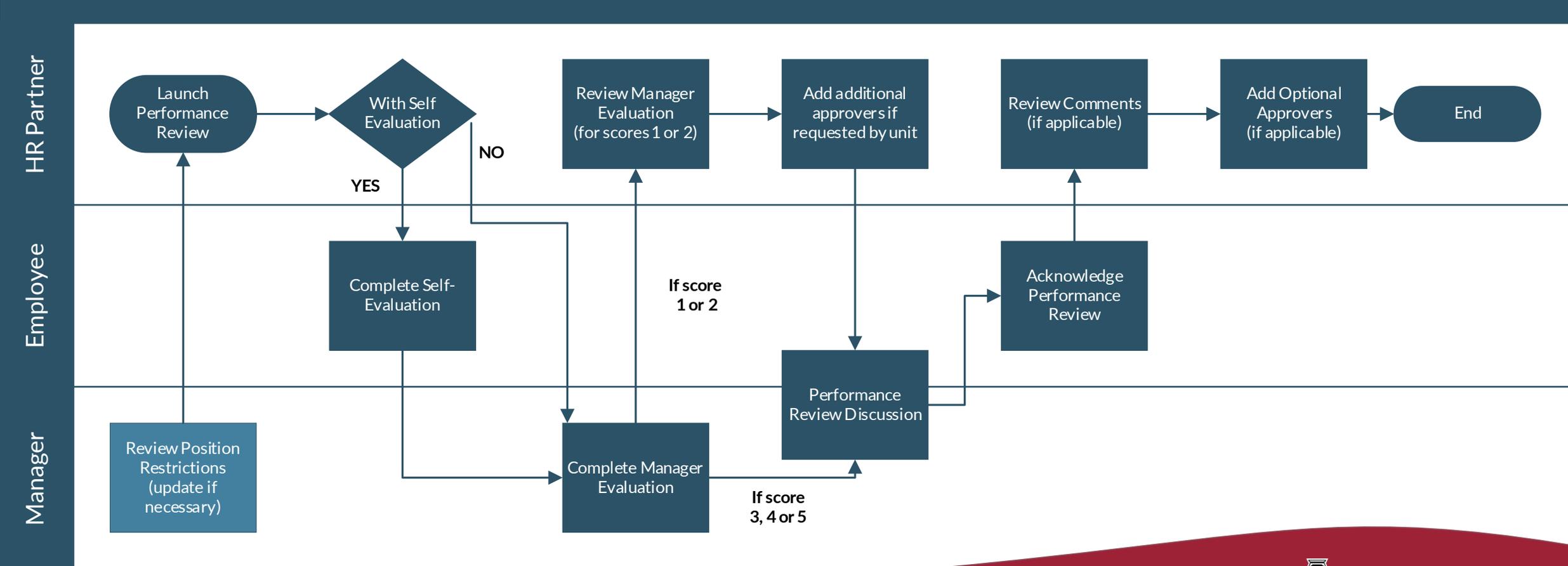
Employee

Manager



Performance Reviews at the U of A

Performance Review Process



Supervisor – Review Position Restrictions

Recruiting,
Interviewing &
Selecting

Performance
Management

Training and
Development

HRP – Launch Performance Review Templates

Staff* will receive one of two performance review templates*

Review with self-evaluation

- Job Responsibilities
- Performance Planning
Assessment **with employee self-evaluation**
- Core Competencies
- Goals

Review without self-evaluation

- Job Responsibilities
- Performance Planning
Assessment
- Core Competencies
- Goals

* *Offline reviews often used for executive positions, senior administration, head coaches and assistant coaches*

Components of the Review Template

Job Responsibilities	Performance Planning	Competencies	Goals
<ul style="list-style-type: none">• Job duties – pull from position restrictions• Weighting – pull from position restrictions; must equal 100%• Rating – must be entered based on 5point scale	<ul style="list-style-type: none">• Review job requirements• Major contributions or accomplishments• Obstacles to effective job performance• Objectives and future plans	<ul style="list-style-type: none">• Respect for Others and Awareness of their Rights• Stewardship• Continuous Learning & Development• Integrity	<ul style="list-style-type: none">• Review last year's & this year's goals• Make plans for quarterly check-in conversation

5 Point Rating Scale

Unsatisfactory

- Performance **generally fails to meet job expectations** or requires frequent, close supervision of employee.

Needs Improvement

- Performance meets **some** job expectations, but **does not fully meet** remainder.

Satisfactory

- Performance **meets all** essential job expectations.
- **Occasionally exceeds** management expectations.
- Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

Above Average

- On a **regular basis**, performance is characterized by high quality work that **exceeds most** position requirements, key objectives, and management expectations.
- Employee demonstrates **outstanding skills and abilities**, and assignments are accomplished in a highly effective manner with limited guidance and direction.

Exceeds Standards

- Performance **consistently exceeds** position requirements, goals, and management expectations.
- Resourcefulness and depth of program and technical knowledge are of the **highest quality**.
- Assignments are accomplished in an exceptional manner with minimal direction and are characterized by **outstanding achievement**.

Rating Example

Unsatisfactory

Alex has struggled with meeting deadlines consistently over the past year. For example, in four out of the five projects Alex lead last year, incomplete deliverables were submitted after the due dates, requiring frequent intervention from the supervisor. Additionally, despite providing clear instructions and coaching, Alex frequently needs step-by-step guidance to complete tasks, which impacts team efficiency.

Needs Improvement

Jordan's performance has been inconsistent. Jordan meets some of the expectations, such as responding to emails in a timely manner and participating in meetings. However, Jordan often fails to complete reports accurately or on time. Jordan does show initiative in seeking feedback. However, Jordan's performance still requires regular coaching to meet all the job requirements.

Satisfactory

Andy consistently meets job expectations and delivers quality work on time. For example, they regularly completes reports and projects effectively and is usually able to handle new assignments without much supervision. While they occasionally need guidance with unfamiliar tasks, their overall contributions support team goals and objectives.

Above Average

Val consistently produces high-quality work that exceeds the requirements of her role. Val not only meets deadlines but often delivers projects ahead of schedule with a level of detail and accuracy that stands out. For example, Val took the initiative to redesign an internal process that improved team efficiency by 20%. Val's ability to troubleshoot and solve problems independently with minimal guidance showcases their strong skills and leadership potential..

Exceeds Standards

Taylor's performance has been exceptional. They consistently exceeds all job requirements and regularly produces outstanding results. For instance, they led a complex cross-departmental project, achieving all key objectives and improving operational efficiency by 30%. They requires very little direction and is a go-to resource for the team. Taylor's technical expertise and innovative approach have made a significant impact on the success of multiple initiatives and ia now considered an expert in the area.

Summary

- Performance Reviews are one part of the performance management process
- While anchored in the annual performance review, start to shift towards on quarterly conversations
- Check your e-mail and Workday inbox for important information

Looking Forward

- To modernize how we approach talent management at the University as an employer of choice, we are engaging in a new project with Segal. This project plans to include:
 - Creating a talent management philosophy
 - Creating a meaningful goal-setting and performance management process
 - Establishing a competency framework
- All in efforts to ensure that everyone has the support, skills, and opportunities to do their best work and grow their careers