

GRAND VALLEY STATE UNIVERSITY HUMAN RESOURCES

BENEFITS & WELLNESS

PROFESSIONAL DEVELOPMENT

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Greetings,

This academic year has presented unique challenges. Employees need extra understanding and support while supervisors, learning new ways to supervise remote employees, are taking on extra work. Despite this, we need to have an evaluation record for each employee to connect to a potential salary planning process this spring.

To meet these needs, we have created a temporary manual and abbreviated version of the ePDP until we finalize a more permanent system to use for the performance evaluation process. The ePDP system had various issues that required a phase out. It created more frustration than benefit, which made it an ineffective performance evaluation tool. To phase out the ePDP and introduce a new system requires a process of vetting new platforms and implementation. This takes time, so we developed a transition plan for 2020-2021.

GVSU recognizes individuals are working hard to perform their core duties during these difficult times and as an employer, understands setting realistic expectations for supervisors and employees when it comes to performance evaluation. Regarding the Performance Evaluation Process, our plan is to improve the process gradually over the next two years.

Step 1 - Phase out the ePDP: Temporary Online Form In Place (2020-2021)

Timeline:

- **January 8-31:** [Employees identify goals and job responsibilities](#) and discuss with supervisor.
- **February 1:** Employee self evaluation opens. Once completed employee will submit to supervisor via the system.
- Employee self-evaluation should be complete by **March 19** but can be done earlier. Supervisors can start their feedback evaluation when they receive the submitted evaluation from their employee.
- Supervisor finalizes evaluation, including meeting with employee by **April 23rd**.

You can expect the following changes:

- The 2020-2021 transition year evaluation should be more user-friendly than the previous years.
- Due to current conditions, we are advising employees and supervisors to set realistic goals.
- We are removing the mandatory tie between the evaluation system and Performance Improvement Plans. Previously an evaluation rating of "needs improvement" in an area meant placing an employee on a Performance Improvement Plan (PIP). We need supervisors to provide honest evaluative feedback without being concerned about launching into a PIP process. The new PIP will be independent, developmental vs punitive, and coordinated with HR Staff Relations.
- We are encouraging ongoing, more frequent feedback during this transition year to create a pattern of open communication that will continue. Many concerns with the ePDP system included the once a year feedback instead of ongoing coaching.
- Throughout the rest of this transition year, the Staff Relations team will be providing guidance and roundtable discussions for supervisors on maintaining positive collaboration with employees, coaching, giving timely feedback, and conducting meaningful one on one sessions.

Last winter we created a new PSS evaluation document in collaboration with the APSS union. [This new document](#) should be used for PSS employee evaluations for the transition year.

[PEP Step-by-Step Guide](#)

Step 2 – New Platform for a New Philosophy (2021-2022)

Our plan is to have a new system in place by summer 2021.

To find an appropriate platform, we defined the overall goals and objectives for an effective performance evaluation plan. Based on research, feedback from colleagues, and notes from focus groups, it was determined we need the following from our next evaluation system:

- Clearly communicate expectations and responsibilities of positions on the front end.
- Structure the evaluation tool so supervisors can offer frequent ongoing feedback, that is meaningful and relevant.
- Allow employees to recognize each other and have that included in evaluation files. Peer to peer feedback is valuable and should be maintained.
- Having timely feedback so that we can address performance issues and intervene when the behaviors can still be adjusted.
- Better diversity, equity and inclusion metrics.
- Training and Development platform options.

[Visit the new Performance Evaluation Plan Website](#)

If you have any further question or concerns about the Performance Evaluation Plan, please reach out to GV Performance Management at perfmgmt@gvsu.edu.



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