### UCOP Quick Facts

<table>
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<th><strong>Who</strong> should have appraisals completed?</th>
<th>Performance Appraisals are required for all Career and Contract employees; strongly recommended for Limited and Casual/Restricted employees. TOPS Temporary employees are not included in this process.</th>
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<td><strong>Who</strong> should complete the appraisals?</td>
<td>Employees should have a hire date prior to April 1, 2014. Those hired after April 1 should receive feedback on performance, and should set goals for the 2014 – 2015 review period using the existing Performance Appraisal form.</td>
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<td><strong>Who</strong> should complete the appraisals?</td>
<td>Employees should complete a self-appraisal, and managers will complete an appraisal on each employee they manage.</td>
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| **What** is the process we should follow? | The steps to complete the appraisal process are:  
1. Employee completes self-appraisal;  
2. Manager completes employee appraisal;  
3. Next-level manager reviews the written appraisal;  
4. Manager and employee meet to discuss the appraisal;  
5. Manager makes any additional comments or adjustments as necessary;  
6. Employee makes final comments and signs review;  
7. Manager signs review;  
8. Next-level manager signs review. |
| **What** form do I use? | The appropriate form will be assigned to each employee and manager in the eAppraisal system.  
There are two performance appraisal forms: one for employees who manage people, and one for those who do not manage people. Represented employees will use the same form as non-supervisory staff.  
The forms are essentially the same that were used in 2012 – 2013. |
| **What** time period does this year’s appraisal process cover? | Reviews cover the fiscal year; this year should cover performance between July 1, 2013 and June 30, 2014. |
| **When** should employees and managers complete the appraisals? | Self-Appraisals and Manager Appraisals should be completed between July 1 and August 8, 2014.*  
Second-level managers review the appraisals before the manager and employee meet to discuss.  
Meetings between managers and employees, final comments on the appraisal and sign-offs are due to be completed by September 29, 2014. |
| **Who** should I contact if I need help with the appraisals or questions about the process? | The local Human Resources Business Partners and ABPs are available as resources for employees and managers. Find your department HR team here: http://www.ucop.edu/local-human-resources/staff-contacts/index.html |

* If an employee’s Self-Appraisal and Manager Appraisal are completed before August 15, departments are free to move to the next steps in the process. All completed, signed-off appraisals are due by September 30, 2014.