



**STAFF PERFORMANCE REVIEWS
FREQUENTLY ASKED QUESTIONS**

1. Is an overall rating required on the review?

Yes, the overall rating is required on the performance review document and will follow through to the salary planning pages.

2. Can I assign an “in-between” overall rating? For example, “in-between EE and CM”.

No, the rating must match one of the four overall rating options: Exceeds Expectations, Consistently Meets Expectations, Sometimes Meets Expectations, Not Meeting Expectations.

3. Who is the second level supervisor and is approval required?

The second level supervisor is the manager of the first level supervisor. The Workday business process requires second level supervisor’s approval, acknowledgement by the employee, and an acknowledgement by the direct supervisor.

4. What if the supervisor is on leave?

The second level supervisor or interim supervisor may be delegated to complete the review. All three approvals and acknowledgements are still required.

5. What if the employee is on leave?

The performance review should be completed upon the return of the employee, and may be done outside of the annual performance process in Workday. A merit increase request, however, should be submitted into the salary planning pages by the deadline. Medical leaves should not be referenced in the review. The note below can be utilized to explain missing events or duties from the review:

"Due to special circumstances this year, [duty] was not performed. As a result, the duty and associated expectations will be excluded from this evaluation period."

6. What if I am a new manager with no knowledge of the employee’s performance?

It is recommended that new managers connect with second level supervisors for direction and input on completing the review. Additionally, the Learning and Leadership Manager in HR can assist with collecting feedback from colleagues and/or direct reports to complete the performance review. Encouraging a self-assessment from the employee may also be helpful.

7. Is a review required for fixed term positions?

A review is not required, as fixed term positions are not part of the merit salary increase process, but reviews are strongly encouraged. It can be a helpful tool for future managers and with decisions related to the organization. It will also provide a structured opportunity to provide feedback at the same time as other regular employees. Should it be decided that a review will not be completed, please contact Employee Development Manager Shirley Mata at smmata@scu.edu.

8. Do I need to submit a review for my employee by the annual review deadline if the employee will complete the introductory period after June 30?

No, the introductory period review will be due at the six month mark. Please see the merit eligibility guide to determine if and when the employee will be eligible for the merit increase.

9. My employee will complete their intro period between January 1 and June 30. Do I have to complete an introductory period review and an annual review?

Supervisors of new hires whose introductory period evaluations have been or will be submitted between January 1 and June 30 will not need to complete two evaluations.