The Interim Evaluation Process

Employees begin the process with an interim self-evaluation in LEAD@UVa. Supervisors will then review the self-evaluation in LEAD@UVa, make comments on progress, and send it forward to the employee, where it remains until annual evaluations begin in the June-September window.

The employee should complete the interim self-evaluation with the 2010 LEAD@UVa form in "step 3" (refer to graphic above to better understand the steps in the workflow). This self-evaluation is nearly identical to the evaluation you were asked to complete at the end of the 2008-2009 cycle. You can do this one of two ways:

1. Comment on each goal, each competency, and your Career Development Plan, in one of the text boxes below each, labeled “Employee’s Interim Accomplishments/Comments” and/or “Results”. Rate each goal and competency.
2. If you would prefer and if you and your supervisor agree, you can provide your comments and an overall rating in the “Performance Ratings Summary” tab.

Note that you could choose to attach a Word document from the "Attachment" feature located on the bottom of the Overview tab, instead of entering comments in each area mentioned above.

Once the employee has completed the self-evaluation, the employee sends it forward to "step 4" where the supervisor will enter information in the same way. The supervisor then sends the form forward to the employee, where it stays in "step 5" until annual evaluations begin.

Those who are not participating in the interim review should move the form through the workflow to "step 5" by logging into the system and selecting "send forward" when they access their evaluation document from the "to do list". Both the employee and supervisor will need to take this action.

Timeline

The following is a recommendation only. Consult with your supervisor or local HR representative for your area’s internal deadlines.

Between now and March 12
Employee completes interim self-evaluation and sends form forward to supervisor (step 4)

Between March 15 and April 16
Supervisor completes interim evaluations and meets with employee to review progress and revise plans accordingly

Between April 19 and the end of cycle
The form resides in step 5 with the employee until the annual self-evaluation phase begins unless the goals need to be edited, in which case the form should be re-sent to the supervisor for review.

Resources

There are a number of resources available to help you complete the interim self-evaluation process, including the following:

- Computer-based simulation
- Conducting a Self-evaluation guide
- Resource Guide to Performance Management

Questions?

Contact the UHR Service Center at 434.982.0123 or the LEAD@UVa team by emailing lead@virginia.edu.