



## Office of HUMAN RESOURCES NEWSLETTER



### August 2020

#### Focus on Performance Management

Performance management is an ongoing process which hinges upon regular engagement between the manager and the employee. Human Resources is available to assist managers navigate the performance management process throughout the evaluation cycle. Performance management is:

##### *Relational*

- Managers and employees work together to plan, monitor and evaluate employee contributions and performance outcomes

##### *Continuous*

- Is an interactive process of setting objectives, assessing progress; On-going coaching, development and feedback are important elements

##### *Dynamic*

- A well-executed performance management strategy results in employees who feel engaged and valued, and managers who get things done through direct reports; Enables TCNJ to achieve organizational priorities and business objectives

#### The Performance Evaluation

An element of performance management is the annual or semi-annual performance evaluation. The performance evaluation meeting is a formal touch point during which performance expectations and outcomes are discussed between the manager and the employee. The performance evaluation is a written tool on which performance results for the prior year, and goals for the upcoming year are documented. The performance evaluation cycle for TCNJ employees is determined by your bargaining unit. CWA, IFPTE, PBA and NJLESA employees have a performance cycle which begins on July 1 and ends on June 30. AFT staff have a performance cycle which begins on September 1 and ends on June 30. Non-unit and grant employees have a performance cycle that begins on January 1 and ends on December 31. A performance evaluation:

##### *Serves as a Written Guide*

- Provides a structure for assessing and reviewing performance; Emphasizes employee development; Occurs at designated times in the year

##### *Provides for Annual Goal Setting*

- Formalizes goals and performance expectations; documents commitments between the employee and the manager; Is both backward and forward looking

##### *Documents Successes Relative to Job Performance and Goals*

- Assigns qualitative and quantitative measurement/outcomes for the performance period; Is a way to hold employees accountable

Human Resources: Building Foundations, Creating a Unified Community



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#### CWA/IFPTE/PBA/NJLESA Performance Assessment Review (PAR)

The 2019-2020 final PAR evaluation cycle ended on June 30. Managers of CWA, IFPTE, PBA and NJLESA employees should complete the final evaluation for all employees in these bargaining units.

New this year is the electronic PAR in the HCM Cloud. You have the option to complete the PAR on paper or electronically, via HCM Cloud. This will be the last performance cycle where the paper option is offered, as all future PARs will be completed electronically via the Cloud. Should you elect to complete the final PAR via paper this year, you will still need to go into Cloud to enter goals for the next evaluation cycle which began on July 1, 2020.

If you are the manager of an employee who should receive a final PAR, you will receive a notification later today from Cloud informing you that you are able to initiate the electronic PAR. A tutorial on how to complete the PAR is here: [Performance Management Page](#)



#### Training on How to Complete the PAR in HCM Cloud

Training will take place on August 10 at 11:00 a.m. <https://tcnj.zoom.us/j/6076823483> Meeting ID: 607 682 3483

#### AFT Staff Performance Evaluations

AFT staff will have the option to initiate the 2019-2020 performance year evaluation electronically or via the paper form. All future evaluations will be created in the HCM Cloud. In early September, training on how to complete the AFT evaluation via HCM Cloud will be available.