TO: President, Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents
FROM: Nancy Whittaker, Associate VP for Administration and Interim Associate VP for Human Resources
SUBJECT: 2013-2014 Performance Evaluations

Each area should ensure an annual performance evaluation is completed for the 2013-2014 evaluation year for all staff employees within his or her area(s) of responsibility. The evaluation year is from June 1, 2013 through May 31, 2014.

Our current evaluation forms and guidelines have been revised and new forms have been added to improve the annual review performance process. These forms can be obtained, along with additional information on the performance evaluation forms and processes, from the Human Resources website at www.hr.ua.edu and then click on Performance Management. Below is a listing of the forms which are now available.

- Annual Performance Evaluation - Comprehensive Form
- Annual Performance Evaluation - Short Form
- Employee Self-Assessment Form
- Goals/Objectives Planning and Review Form
- Performance Improvement Plan (contact your HR Partner for this form)

The choice of which evaluation form to use is left to your discretion; however, consistency within your assigned area(s) is recommended. Completed evaluations should be sent to Human Resources no later than July 31, 2014.

Training sessions on the revised forms and the annual performance evaluation process are currently being offered through the end of May. For the session schedule and to register go to www.hr.ua.edu and click on Performance Management.

It is also recommended that you use the annual evaluation process to ensure individual job descriptions and/or job duties are accurate and up-to-date. Any changes or updates to descriptions must be submitted through the online position description system.

Please contact your assigned HR Partner if you have questions or need additional information. You can locate your HR Partner contact information at http://www.hr.ua.edu/candc/index.html.