



For Current Supervisors of Auburn University

Good to Know!

Conducting performance reviews during modified operations

Important: Much of this information is taken from the QuickDive video, "Alternate Operations and Performance Management", which is available at aub.ie/quickdive.

Last week, you received an email reminder that performance reviews will occur for the recently completed performance year (June 1, 2019 - May 31, 2020). Although we have been in alternate/modified operations for three months, it is important to remember that 78 percent of the performance year occurred prior to these operational changes. Performance conversations between supervisors and employees are critical to supporting continued growth and development for individuals and teams -- especially during modified operations.

As you begin or continue the process of conducting reviews for your direct reports (non-faculty), here are a few thoughts to keep in mind.

- Review due dates will vary by department/unit, so please check with your HR Liaison or with your unit's leadership for your respective deadline.
- Reviews can occur through Zoom or another video conferencing platform. If a review does occur in person, proper physical distancing protocol should occur. Check out our article "[Conducting a Virtual Year-End Review](#)" for helpful tips.
- Remember President Gogue's governing principles during the COVID-19 pandemic, with particular attention to this one: "Protect the health and well-being of students, faculty and staff." Therefore, employees who chose to stay home for health and safety reasons may not be penalized. Supervisors have 78 percent of the year on which to review an employee's performance and should proceed in this way.
- Many employees have taken on additional duties -- perhaps in place of employees who chose not to work. This positive work and behavior should be recognized. Employees who have performed admirably during alternate/modified operations can be considered for a higher rating-- provided they met expectations throughout the previous months.
- Year-end goals not achieved due to operational circumstances can be carried over to the 2020-21 performance year and noted in the Performance Review Form during the Planning phase next year.
- Also, please retain copies of the reviews that you conduct. This year's performance evaluations will be considered next year should the University return to a financial position allowing for merit pay adjustments.

Final thoughts

- This is our second year utilizing the five-point rating scale. We encourage you to review our QuickDive, "Ratings and Baseball." This video discusses performance ratings and how they relate to our own AU athletes.
- HR has created three, 45-minute, online training courses through Fast-Train: MG500e: "Introduction to Performance Management", MG505e: "Performance Management Fundamentals for Employees", and MG510e: "Performance Management Fundamentals for Supervisors". These online classes are available on demand, 24/7.

If you have additional questions, email hrddept@auburn.edu.



ADDITIONAL RESOURCES

HR Development (HRD) has produced 10 QuickDive videos (3-6 minutes each) on performance management. They are available at aub.ie/quickdive and include:

- "Conducting a Year-End Review",
- "Alternate Operations and Performance Management",
- "Observed Behaviors",
- "Planned Check-Ins",
- "Coaching and Feedback",
- "Planning in Performance Management",
- "The Importance of Performance Management",
- "Performance Management Process",
- "Bias in Performance Reviews", and
- "Performance Ratings and Baseball".

HRD has also published new resources on its Performance Management page (aub.ie/performance):

- "Best Practices in Performance Management", and
- "Conducting a Virtual Year-End Review".