Seven Tips for a Successful Evaluation

By Grace Russell | Marketing & PR

It’s a two-way street, says Stacey Carrillo, UNLV employee relations specialist. Whether you’re the supervisor or the employee, take time to prepare for your review and be prepared to give feedback.

1. Reflect on the Past
Evaluation is a great time to reflect on your accomplishments and challenges, said Carrillo. Take time to think about all you have done in the past year in terms of responsibilities, goals, achievements, or challenges.

2. Review Your Goals and PDQ or Work Performance Standards
For classified staff, Carrillo suggests reviewing your work performance standards form to see what your responsibilities and job duties were and if you have met them.

If you are a professional employee, your supervisor will most likely review your last year’s goals and position description questionnaire (PDQ). Before your evaluation, review your documents to assess how you met your goals and responsibilities.

It’s also a good idea to complete a written self-evaluation whether your department requires one or not, Carrillo said. This gives you an opportunity to discuss your performance from your perspective and make sure your achievements are noted.

Understanding the Merit Process

By Diane Russell | Marketing & PR

During the evaluation process it’s hard not to think about merit – that bump in pay intended to encourage and reward exceptional performance by professional staff and faculty members. (Classified staff members have a separate process and are eligible for step increases rather than merit.)

The Process: The merit process really begins with the evaluation process. Each employee is evaluated by her supervisor and given ratings in several different categories. The ratings are excellent, commendable, satisfactory, and unsatisfactory. To be eligible for merit, employees must be rated at least satisfactory in all areas and must be rated either commendable or excellent in at least one area.

After the supervisor’s recommendation, an employee’s merit is approved by each unit’s vice president or dean, and any increase that will place the employee above the maximum of the salary schedule for their position is sent to the president for final approval. The president also must approve merit for any employee who reports directly to a vice president.

Eligibility: Employees must have been hired on or before Sept. 1 (or on the first work day in September when the first falls on a weekend) to be eligible for merit the following July. For example, an employee hired Sept. 15, 2007, would not be eligible for merit until July 1, 2009.

Amount: For full-time employees, merit increases must be awarded in one of six amounts:

- $1,000
- $2,500
- $3,000
- $4,500

Among the total increases in any division or department:

- No more than 20 percent may be at the $1,000 level
- No more than 20 percent may be at the $4,500 level

Part-time Employees: Awards to part-time employees are prorated based on how much time they work. For example, an employee on a 50 percent contract would be eligible for half of one of the figures above.

More info: To call Larry Hamilton at ext. 5-1299.

Get Specific

When talking with your supervisor, be specific about how you have achieved your goals. Also if you weren’t able to meet a certain goal,
The staff members will be available for IM inquiries on Yahoo! and AIM 8 a.m.-noon and 1-4 p.m. on Tuesdays, Wednesdays, and Thursdays. The IM screen name for the Graduate College is GradCollege@UNLV.

Awards Deadline Nears

The deadline for all graduate fellowships and scholarships is Feb. 15. A variety of awards are available for both master’s and doctoral students. Faculty and staff members are encouraged to encourage graduate students to apply.

Honor Honors Students Recognized

The college wrapped up the fall semester with a successful departmental honors poster reception and a medallion ceremony for honors graduates.

The reception featured 16 projects highlighting the work-in-progress of senior research efforts in literature, life sciences, education, photography, political science, philosophy, history, chemistry, theater, social policy, and engineering. This year the posters were professionally printed and displayed, with the participants “defending” their work to peers, graduate students, faculty, and several deans.

The medallion ceremony honored both university honors and department honors graduates with engraved medallions and also recognized the faculty mentors of the latter group.

Speakers included President David Ashley; Peter Starkweather, interim dean; and university and department honors dean; and university and department honors dean. Ashley said he was proud of the students and their accomplishments.

Libraries

Historical Map Collection Goes Digital

Whether you’re researching the exploration of the American West for a scholarly publication or just curious about what your subdivision looked like in 1960, the extensive historical maps held by the UNLV Libraries’ Special Collections Division is an excellent source of information.

Eighty-eight of the Southern Nevada historical maps are now accessible at www.library.unlv.edu/maps. They were selected to make the collection universally available and highlight both individually important maps and the breadth and variety of the total collection.

The digitized collection contains vital information such as original outlines, quantitative measures, and descriptions of each map. In addition, users can view both the front and back of two-sided maps. The maps are described in the database using standard cartographic terms, which are included with each map in the Online Map Catalog. Copyright restrictions may apply.
Another Take

Lenny H. Armstrong
Administrative Aid, Student Health Center
Rebel Since: March

Typical Day: Every day at the center we see different patients with different needs. Sometimes, we have patients who just need to talk with someone. Most of the time, they come to us because they don’t feel well. I greet them as they arrive and check them in and out of the center.

Perfect Day: When we are able to give patients the services they need, I am happy.

Biggest Challenge: Our patients are students, so they don’t have a lot of time. We try to serve them as quickly as possible. But sometimes, it doesn’t always happen as fast as patients would like.

What makes you successful at your job: I don’t look at what I do as a job. I look at it as serving people. I thank God that I am able to help others. It makes my life feel meaningful.

Can’t work without: Patients and patience.

Scared of needles?: No, I just look the other way.

People would be surprised to know: I am from Indonesia. There are quite a few Indonesians living here in Las Vegas. A group of us meet every weekend to socialize. This helps me to stay connected with my culture and not forget where I came from.

Thank you” in Indonesian. Terima kasih.

Daniel Stout
Journalism and Media Studies Professor
Rebel Since: 2006

Typical Day: It depends on the time of year. In the summer, you can find me on the Strip studying how people find religious experiences in popular culture. I have found that religion has been incorporated into many Las Vegas entertainment venues. The stained glass arch in the Tropicana, the Gospel Brunch at Mandalay Bay, religious art in the Venetian, and mega-casino wedding chapels are all examples.

Perfect Day: Feedback is important to educators. So when a student says, “I really enjoyed your lecture,”—that’s a great day.

Biggest Challenge: Occasionally, you look out at a classroom and the faces say, “Teach us something — we dare you.” Then, you evoke a stimulating classroom discussion. You can’t explain how the mood changed, but it’s immensely satisfying when it happens.

What makes you successful at your job: I always try to show students that I have a great love for my work. They can sense my intensity, and I believe it motivates them.

Most Interesting Observation: This summer, I traveled to Graceland in Memphis, Tenn. I hung out with about 90 “Elvis,” who had come from around the world to commemorate the anniversary of Elvis’ death. I learned that Elvis worship has many elements of religion. Several followers said they had Elvis shrines in their homes.

Across Campus

Each month, randomly selected UNLV employees will be profiled in Another Take, a section that lets you see another side of your colleagues.

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Explain why. Carrillo also says it’s best to quantify your achievements. “If you can, provide your supervisor with numbers that show you have increased participation in a program or show you’ve saved your department money,” said Carrillo. It also helps to show timelines, she said.

Provide Solutions
If you had challenges or difficulties in the past year, talk with your supervisor about possible solutions. Try to propose a realistic plan for improvement. For example, if you had difficulties meeting deadlines, work with your supervisor to develop a process for approaching tasks. This could involve creating a task list that includes start and end dates to help keep you on track.

Plan for the Future
With the university engaged in a campuswide planning process, new goals could arise for your department. Think about how you could contribute to your department in a different capacity, said Carrillo. Also, talk with your supervisor about training courses or conferences that could help you develop new skills.

Digest and Review
After you meet with your supervisor for your evaluation, set aside time to thoroughly read your review. Carrillo suggests you take time to think about the information presented during your evaluation before you sign it.

7 Check-In Throughout the Year
Talk with your supervisor regularly about your performance throughout the year. Take advantage of your one-on-one meetings to monitor your progress. If you don’t have regularly scheduled meetings, e-mail your supervisor an update on your progress and ask for feedback.

Don’t Agree With Your Evaluation?
If you are a professional employee, you have two options if you don’t agree with your evaluation: you can file a rejoinder or request a review by a peer committee.

A rejoinder is a statement attached to your evaluation that expresses why you disagree. A peer review committee makes a recommendation to the appropriate vice president or dean to either uphold or reverse your supervisor’s original evaluation. For more details, visit hr.unlv.edu/Professional/peer.

If you’re classified and you don’t agree with your evaluation, check “disagree” on your evaluation. You may also check “disagree” and “request a review.” By checking those options you are asking for another review by your supervisor’s supervisor, said Carrillo.

But no matter what you decide, Carrillo recommends contacting the employee relations office first. “We can offer advice and help you understand what you are entitled to as an employee.”

To talk with someone about your options, call the employee relations office at ext. 5-0402.

Evaluation Anxiety?
It’s normal to feel anxious about your annual review, says Colleen Peterson, director of the UNLV Center for Individual, Couple and Family Counseling. During your evaluation, remember to breathe, listen, and slow down. Don’t rush the process, said Peterson.

It’s also important not to jump to conclusions. “Sometimes, your thoughts may race. Don’t make false assumptions. Again, slow down and ask for clarification on anything you don’t understand,” she said.

For supervisors, Peterson says to exercise empathy with employees. “We all have to report to someone,” said Peterson. “Be kind and communicate clearly the information you need to pass on to your employees.”

More information: Need help coping with stress or anxiety? Call the Center for Individual, Couple and Family Counseling at 5-3106.

Learn More
Need to learn more about the annual evaluation process? Staff development offers free trainings to help managers understand performance evaluation procedures for professional and classified staff.

The next professional staff evaluation training is 9-10:30 a.m. Jan. 23. The next training session for classified staff evaluations is 9-10:30 a.m. Feb. 5.

For additional information or to register, call the staff development office at ext. 5-0402.

Important Timelines and Deadlines
- Professional staff evaluations must be completed, signed, and returned to the HR office by March 1.
- Evaluations for professional staff should be conducted between January and February.

- Professional staff are evaluated by the calendar year starting in January and ending in December.
- With some exceptions, most classified staff evaluations are due on the anniversary of their hire date.

For additional information or to register, call the staff development office at ext. 5-0402.