

# Guidance for Supervisors Conducting Performance Evaluations

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- **Express departmental commitments**

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- **Establish new norms**

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- Practice patience and understanding of caregivers if they have to take a meeting while multitasking with a child(ren).
- Be thoughtful about colleagues' varied work schedules by sending an email instead of scheduling a meeting, or recording the meeting, or taking notes.

- **Establish manager supports** (to the extent possible for each position):
  - Identify work that could be cancelled or postponed, reprioritized, or reallocated to others, being mindful to not overburden others taking on moved work.
  - Be mindful of working hours and support and encourage time away from the telework environment.
  - Allow employees to continue to telework through the school year (if possible) to provide predictability/certainty for childcare and other planning.
  - Suggest a "buddy system" where each team member has a designated colleague who will brief them if they need to miss a meeting.
  - Work collaboratively with employees to innovate additional ways to flex work schedules and workloads.

## COMMUNICATION



[3 Tips to Have an Effective Conversation About COVID](#)



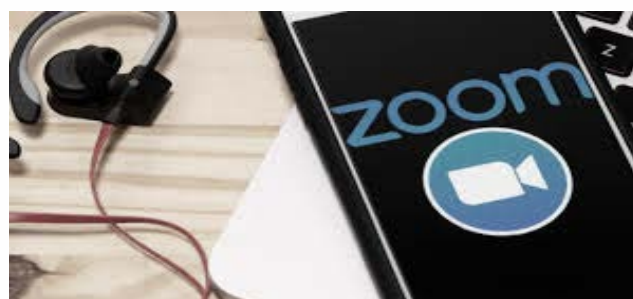
[Managing Someone Whose Life Has Been Upended](#)



[How to Provide Effective Feedback](#)



[How Can I Improve My Communication Skills?](#)



## CAMPUS RESOURCES



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| <b>1</b> <a href="#"><u>UNLV Emergency or Adverse Situations Remote Work Policy</u></a><br><a href="#"><u>Flexible Work Schedule Procedure</u></a> | <b>4</b> <a href="#"><u>Telecommuting Agreement Template</u></a>            |
| <b>2</b> <a href="#"><u>You &amp; Working Remotely: Human Resources</u></a><br>Includes resources for leadership, teams, and health and wellness   | <b>5</b> <a href="#"><u>Faculty &amp; Staff Treatment (FAST) Center</u></a> |
| <b>3</b> <a href="#"><u>Teaching &amp; Working Remotely: Technology Resources</u></a>  | <b>6</b> <a href="#"><u>Employee Assistance Program (EAP)</u></a>           |

### SOURCES:

Feiler, B. (2020, November 27). [Managing Someone Whose Life Has Been Upended](#).

[Effectively Managing Flexible Work Arrangements](#). University of Washington Human Resources. Retrieved December 7, 2020.

[Preparing for 2020 Performance Evaluations](#). University of Washington Human Resources. Retrieved December 7, 2020.