



From time to time really exciting things happen at CPAESS and we will be sending you news splashes to keep you up to date!

Dear CPAESS Staff,

The 2022 Performance Evaluation (PE) cycle is upon us. Recently you have received an email concerning this and this Splash is intended to give a more comprehensive overview for you. Here is CPAESS-specific guidance regarding the PE process this year.

The UCAR Performance Evaluation process aims to:

- Facilitate communication with your UCAR Supervisor and/or Sponsor/Hosts;
- Identify areas of growth, and outline what you can do to continue to be successful in your position;
- Identify individual professional development needs, desires, and plans;
- Establish a record of your work history that is straightforward and objective; and
- Serve as a basis for establishing salary increases in the UCAR system.

The main components of Performance Evaluations are:

1. Self-Evaluation
2. Network Feedback
3. UCAR Supervisor Evaluation
4. Federal Host/Sponsor Conversations

For those of you who participated in the 2021 PE Cycle, this process will feel familiar. You'll find additional information below for each component, a schedule, and resource links. Please review, and reach out to us at CPAESSPE@ucar.edu with any questions.

1. Complete a Performance Self-Evaluation in Workday, using 3 to 5 [SMART Goals](#), by April 29, 2022.

SMART Goals are Specific, Measurable, Achievable, Results-focused/Realistic, and Time bound. SMART goals give specific details as to the hows, whys, and whens for accomplishing a goal rather than just stating the goal itself. ([Resource: SMART Goals Training](#))

If you haven't written any goals at this point, look to your past performance and write SMART goals to what you have already accomplished. You can add your goals, especially ones accomplished already, during this evaluation time. ([Resource: Entering SMART Goals into Workday Guide.](#))

Please refer to the task in your Workday inbox titled: Self Evaluation: 2021 - 2022 Employee Performance Evaluation: [Your Name] to enter/submit your goals.

2. Request Network Feedback from 3-5 people ASAP

****Network Feedback will be due from your contacts by April 29, so please be sure to solicit/request feedback ASAP.****

Network Feedback is a great way to solicit feedback and insight from other people you work with aside from your Sponsor/Host or UCAR Supervisor. This is intended to be from someone other than the individual who gives you daily technical and scientific direction. This could be a peer, co-worker, or anyone you work with closely.

All Persons providing Network Feedback are asked to choose if they agree to having their feedback shared directly/verbatim.

To **request** Network Feedback from a:

- UCAR employee - Send the names of the UCAR staff you would like to solicit feedback from to the CPAESS PE Team at cpaesspe@ucar.edu
- Non-UCAR Employee - Follow this email process: [2022 - Template for Soliciting Network Feedback from Non-UCAR Persons](#)

3. Federal Host/Sponsor Conversations

UCAR Supervisors will collect feedback from your Host/Sponsor for input on your project(s) performance.

To maintain transparency, below is the list of questions that will be asked of your host(s):

- What were the project or CPAESS employee's strengths/most impactful contribution(s)?
- How has the CPAESS employee helped meet important programmatic or project goals for the upcoming year?
- What would be a stretch goal/effort?
- Where are opportunities for growth and development?

It is important to note that your UCAR Performance Evaluation includes input from you, Network Feedback received, and where appropriate, input from Sponsor/Host conversations.

All staff will have the opportunity to discuss their evaluation with their UCAR supervisor and provide comments on the final version of their PE.

What are the timelines?

Action	Date	Comments
Request Network Feedback from 3-5 people.	ASAP	Use of the template is highly encouraged. Feedback responses due to CPAESS by April 29.
Complete self-evaluation in Workday.	4/29/2022	Submission of your self-evaluation will route it to your UCAR supervisor.

UCAR Supervisors complete their section of the PE forms and send to CPAESS leadership.	5/27/22	This is a next-level review for completeness and equity across the program.
CPAESS Consistency Review	6/10 - 6/24/22	Ensures fair and consistent reviews across all labs and programs.
UCP Consistency Review	7/12 - 7/18/22	Ensures fair and consistent reviews across UCP.
UCAR Consistency Review	7/27 - 7/29/22	Ensures fair and consistent reviews across UCAR/NCAR/UCP.
Completed performance evaluation packages will be shared with staff for final review.	8/15 - 8/24/22	You will have an opportunity to provide comments on the final, signed-off version. That version will reside with UCAR HR.

You will have an opportunity to provide comments on the final version of your PE. That version will reside with UCAR HR.

Other Resources:

Shared [CPAESS Performance Evaluation](#) Google Drive folder containing:

- Guide on Writing SMART Goals
- Guide for Entering SMART Goals into Workday
- Template for Soliciting Network Feedback from Non-UCAR Persons
- Guide on how to Solicit Network Feedback in Workday from UCAR employees

Please refer to the UCAR HR Performance Evaluation site here for more resources:

[UCAR 2021- 2022 Performance Evaluations](#)

****Be sure to check your UCAR.edu calendars for an invitation to the UCAR CPAESS 2022 Performance Evaluation Training on April 20, 2022 at 1:00pm MT****

Thank you for your participation in this important process, and we look forward to a productive and fruitful PE cycle! Please reach out [to myself](#) or the PE Team at CPAESSPE@ucar.edu with any questions.

