

UMB Performance Development Program Evaluation Form Instructions for Staff

This document in its entirety is guidance. It is not intended to replace existing policies, procedures, practices, or MOUs.

Performance Development Program Platform

Using their UMB username and password to log-in, employees will be directed to the Landing Page of the Performance Development Platform.

The screenshot shows the landing page for the UMB Performance Evaluation Dashboard. At the top left is the University of Maryland Baltimore logo. Below it, the text 'UMB Performance Evaluation Dashboard' is displayed. A red banner on the right side contains the text 'HUMAN RESOURCES'. The main heading is 'UMB Performance Development Program'. Below this, a paragraph explains the PDP process. A quote from President Bruce E. Jarrell follows, detailing the UMB Core Values: Respect and Integrity, Well-Being and Sustainability, Equity and Justice, and Innovation and Discovery. At the bottom, there is a link to the 'Dashboard' and a welcome message.

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BALTIMORE

UMB Performance Evaluation Dashboard

HUMAN
RESOURCES

UMB Performance Development Program

The Performance Development Program (PDP) is UMB's formal process for employee evaluation and development. Participating in the PDP process is a critical responsibility for every supervisor, and it is expected that an evaluation be completed at the end of the performance cycle. By using the process, employees are clear about goals, objectives, and expectations that are essential to an employee's development and overall success.

All people thrive, belong, and contribute wholly to the [mission](#), [vision](#), and [values](#) of the institution.

UMB Core Values

Respect and Integrity We value each other and hold ourselves accountable for acting ethically and transparently using compassion and empathy.	Well-Being and Sustainability We care about the welfare of our people, planet, communities, and University.	Equity and Justice We embrace and are committed to diversity, and we value inclusive and just communities. We oppose racism and oppression in all their forms.	Innovation and Discovery We imagine and explore new an improved ways to accomplish our mission through education, research, clinical care, and service.
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At the University of Maryland, Baltimore, our core values demonstrate what we stand for and serve as a guide to how we behave. By acting on our core values, using them to guide our everyday interactions, we make UMB a place where everyone feels welcome, has a sense of belonging, and is supported to succeed.

- President Bruce E. Jarrell, MD, FACS

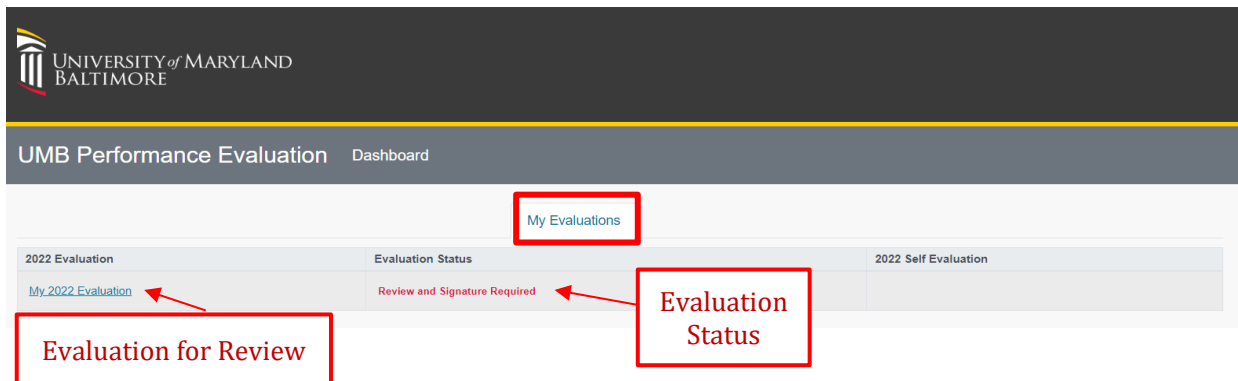
Select the [Dashboard](#) link above to begin the NEW Performance Evaluation Form for 2022
Welcome to an accessible, transparent, and effective tool for all!

Performance Evaluation Form


To access their evaluation, employees will select the Dashboard link from the Landing Page.



From the Dashboard link, employees will select the My Evaluations tab to select their evaluation “My 2022 Evaluation” for review.



Once “My 2022 Evaluation” is selected, employees are directed to a new screen to review the evaluation completed by their supervisor and/or rating official.

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UMB Performance Evaluation [Dashboard](#) [Admin Tools](#) [Performance Evaluation Instructions](#)

Marina Sevdalis

[Employee Information](#) [Operational Objectives](#) [Competencies](#) [Summary of Overall Performance](#) [Learning Goals and Development Plans](#) [Review](#) [Print](#)

Please review the evaluation below. Go to the Signatures section below to sign the evaluation.

Employee Information

Employee Last Name Sevdalis	Employee First Name Marina	Mi	Employee ID# 039814
Job Title Specialist, Employee Rel Sr	School/Division Administration and Finance	Department HRS	
Does this employee supervise other employees? <input type="radio"/> Yes <input checked="" type="radio"/> No	Type of Evaluation Annual	Period Covered 2022	
Supervisor of Record: (Last Name, First Name) ! Sunday Jones	Supervisor of Record EMPL ID 038643	Supervisor of Record Email Address sunday.jones@umaryland.edu	Supervisor of Record Ext 410 706 7302
Is there a rating official other than the supervisor of record? ! <input type="radio"/> Yes <input checked="" type="radio"/> No			
Rating official:	Rating official EMPL ID	Rating Official's Email Address	Rating Official's Ext

Operational Objectives

N/A

Competencies

Basic work factors: Quality of work, quantity of work and timeliness

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A
Comments: *Excellent work!*

Work habits: Attendance and punctuality

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A
Comments: *Excellent work!*

Interactions: Cooperation and teamwork, Interpersonal relationships

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A
Comments: *Excellent work!*

Customer service and/or public relations: Meeting customer expectations and representing UMB to the public

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A
Comments: *Excellent work!*

Problem solving skills: Problem solving, handling challenges, creativity

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A
Comments: *Excellent work!*

Please review the evaluation below. Go to the Signatures section below to sign the evaluation.

Job skills: Job knowledge, administration, initiative, oral and written communications

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A

Comments: Excellent work!

Planning and organization: Planning, setting objectives, organization and work allocation, coordination and integration, monitoring group results

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A

Comments: Excellent work!

Occupational safety and health: Following safe work practices, complying with safety policies, attending safety training, using personal protective equipment, reporting unsafe work conditions

Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A

Comments: Excellent work!

Summary of Overall Performance

Overall Rating and Comments:

Overall Rating: Outstanding Above Standards Meets Standards Below Standards Unsatisfactory N/A

Comments: Excellent work!

Learning Goals and Development

N/A

Employee Comments

Would you like to submit a comment to your supervisor prior to the evaluation meeting?

Yes No

Signatures

Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

This section has been disabled until you have completed your in-person review of your evaluation. Once your direct supervisor or other rating official has confirmed your in-person review, you will then be able to complete the signature section below.

Final Comments After Evaluation Meeting

Type Your Name (Employee Signature) Today's Date

03/14/2023

[Sign and Submit My Evaluation](#)

Employee signature: my signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Employee Comments:

Employee Name: Marina Sevdalis	Employee Signature:	Employee Title: Specialist, Employee Rel Sr	Date:
Supervisor of Record Name: Sunday Jones	Supervisor of Record Signature: <i>Sunday Jones</i>	Supervisor of Record Title: Dir, Employee/Labor Relations	Date: 03/10/2023
Other Rating Official: N/A	Other Rating Official Signature: N/A	Other Rating Official Title: N/A	Date: N/A
2nd Level Reviewer Name: N/A	2nd Level Reviewer Signature: N/A	2nd Level Reviewer Title: N/A	Date: N/A



My signature below is to verify that I have reviewed the performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply agreement or disagreement.

Employees should receive the evaluation at least 3 days prior to the scheduled review meeting to allow time to formulate any comments and/or questions. Employees may submit written comments directly in the electronic evaluation form to address any aspect of the evaluation before the evaluation meeting and after the evaluation meeting.

Before the Evaluation Meeting

Employee Comments

Would you like to submit a comment to your supervisor prior to the evaluation meeting?

Yes No

Signatures

Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

This section has been disabled until you have completed your in-person review of your evaluation. Once your supervisor has confirmed your in-person review, you will then be able to complete the signature section below.

Final Comments After Evaluation Meeting

Type Your Name (Employee Signature) Today's Date

03/14/2023

Sign and Submit My Evaluation

Option to Submit Comment Prior to Evaluation Meeting

Textboxes Greyed Out Until After the Evaluation Meeting

If Yes is selected, the screen below will appear for the employee to enter their comments and send directly to their supervisor.

Employee Information Operational Objectives Competencies Learning Goals and Development Plans Summary of Overall Performance Review Print

Submit Comments to Direct Supervisor

- TO: Sunday Jones
- E-Mail: sunday.jones@umaryland.edu

Employee Comments

Submit

Employees cannot sign the evaluation form until after the evaluation review meeting with their supervisor. During this meeting, the supervisor should review and consider the employee comments and make any changes as necessary before routing the final evaluation to the employee for signature. While supervisors should engage in conversation and consider the employee perspective, they are not required to change their ratings.

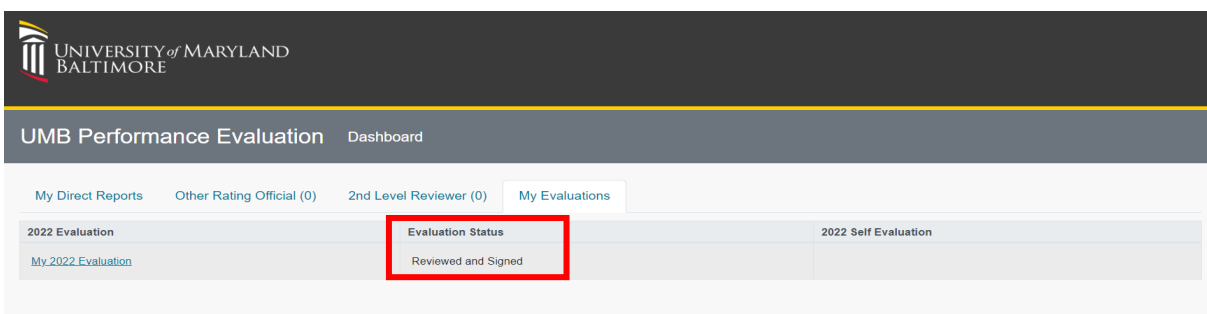
Once the evaluation review meeting has occurred with the supervisor, the employee can sign off on the evaluation.

The screenshot shows the 'Signatures' section of an evaluation form. It includes a header 'Signatures', a sub-header '(Employee): Please review your evaluation below.', and a red-bordered box containing the text: 'Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.' Below this is a text area for 'Final Employee Comments After the Evaluation Meeting:'. At the bottom, there are input fields for 'Type Your Name (Employee Signature)' and 'Today's Date' (pre-filled with '03/13/2023'), and a blue button labeled 'Sign and Submit My Evaluation'. Two red callout boxes with arrows point to specific elements: 'What my Signature Means' points to the signature instruction box, and 'Open for Comments and Signature' points to the comment text area.

Signing the evaluation does not imply that the employee agrees, but indicates they reviewed the evaluation. If an employee disagrees with the evaluation, it is recommended that they enter a comment about their disagreement and sign that they have received the evaluation.

Future Review

Employees can log into the Performance Development Platform at any time in the future to access their evaluation(s) for review.

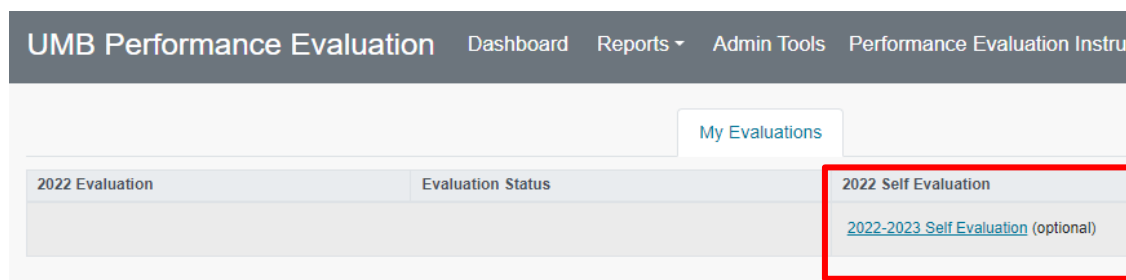


Note that once the employee signs off on the evaluation, the status will change.

Employees can revisit their dashboard to view their evaluation.

Optional Self-Evaluation

Employees are able to complete a self-evaluation in the evaluation platform should they choose to. If an employee would like to complete a self-evaluation for their supervisor's review, they will access the evaluation through the My Evaluations tab.



To access the optional self-evaluation, select the 2022-2023 Self Evaluation.

Once selected, the employee will be directed to the evaluation and complete each screen making sure to select Save before moving forward.

Fields that are greyed out will have pre-populated information. Areas that are not greyed-out will need to be completed.

Employee Information				Operational Objectives	Supervisory Objectives	Competencies	Learning Goals and Development Plans	Summary of Overall Performance	Review	Print	
Employee Information											
Employee Last Name Doe			Employee First Name John			MI	Employee ID# 012345				
Job Title Staffing Specialist				School/Division [Dropdown]		Department HRS					
Do you supervise other staff? <input type="radio"/> Yes <input type="radio"/> No			Type of Evaluation Annual			Period Covered 2022 - 2023					
Supervisor of Record: (Last Name, First Name) ⓘ Sevdalis, Marina			Supervisor of Record EMPL ID 012346		Supervisor of Record Email Address marina.sevdalis@umaryland.edu			Supervisor of Record Ext 410 706 7302			
Save Employee Information											

Employees will move throughout each screen by selecting the sections in the toolbar. Employees should select Save at the bottom of each screen before moving on to the next. Once completed, employees will review and submit.

Submitted self-evaluations will be available for the supervisor to review.

Operational Objectives and Learning Goals

After the evaluation phase ends, supervisors should initiate the planning phase with the employee. During the planning phase, supervisors should meet with their employees to discuss operational objectives and set learning goals to achieve during the plan cycle.

To review established operational objectives and learning goals, employees will select the “Operational Obj” and “Learning Goals” links from the dashboard.

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UMB Performance Evaluation [Dashboard](#)

My Evaluations

2022 Evaluation	Evaluation Status	2022 Self Evaluation	2023 - 2024 Oper/Obj's & Goals
My 2022 Evaluation	Reviewed and Signed	2022 - 2023 Self Evaluation (optional)	Operational Obj Learning Goals

Employees are able to confirm they were made aware and received a copy of the established operational objectives and learning goals by signing off on the screen.