

Supervisor Guidance: COVID-19 and 2021 Performance Evaluations

As supervisors prepare for 2020-21 performance evaluations, it's important to consider the impact COVID-19 and the University's modified operations have had on each employee's performance year. The following guidelines will help supervisors provide fair and consistent evaluations while accounting for changes related to COVID-19.

- Supervisors are encouraged to begin the evaluation process by requesting that the employee complete a [self-review](#) to reflect on their performance during the performance period. The supervisor and employee can then discuss any activities that may have been impacted by COVID-19.
- If any activities listed during the planning stage could not be accomplished for reasons related to COVID-19 and/or modified operations, the employee's success rating should not be negatively impacted. Additionally, supervisors may remove/update the activities that could not be accomplished due to COVID-19. Supervisors should indicate specifically what aspects could not be accomplished and document COVID-19 as the reason for the change.
 - Documentation regarding COVID-19 need not include personal information related to how and/or why the employee was unable to complete a task.
- In cases where the employee completed all assigned tasks and surpassed expectations by taking on additional tasks/responsibilities related to COVID-19 and/or modified operations, supervisors should document those tasks/responsibilities and may choose to assign a rating higher than successful.
- In cases where COVID-19 and/or modified operations did not affect the employee's ability to complete their assigned tasks, the supervisor should rate the employee's performance as they normally would, clearly documenting the reasons behind their performance rating.

Examples

Example 1: The employee's job duty included face-to-face interactions with students, faculty, staff or visitors that were suspended due to COVID-19; therefore, the employee could not complete the job duty. In this example, the employee's inability to complete the job duty should not count against their performance rating. The supervisor may choose to alter/remove the assigned job duty, documenting COVID-19 as the reason for the change.

Example 2: The supervisor and employee discussed deadlines for tasks to be completed and the deadlines were consistently missed without any kind of conversation or re-evaluation between the employee and the supervisor. In this example, the supervisor may choose to rate the employee's performance as less than successful and clearly document these reasons for their rating.

Example 3: The employee not only completed all core job duty responsibilities but also took on additional tasks/responsibilities related to COVID-19 and/or modified operations. In this example, the supervisor may choose to rate the employee's performance as greater than successful and clearly document these reasons for their rating.

Performance Management Resources

Visit the [Staff Performance Management](#) webpage for additional guidance, helpful resources and [recorded trainings](#).