

FAQ – SMG Performance Review 2011

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/pa02_smgfrequencies_1007.pdf

Q. Do locations have to use the form provided or can they customize a form for the SMG group and if so why?

A. All locations must use the Performance Management for Senior Managers form. The form template should not be changed or customized. Using the same form across multiple locations allows the results to be more readily compared and fairly measured. It also ensures a continuity of process and ensures that all SMG employees are being measured and reviewed on similar standards.

Q. How are the 5-year reviews supposed to be handled? Do all current SMG members have to have a 5-year review effective July 1, 2013?

A. Each location should assess the resources required for the 5-year SMG reviews and structure the review timelines accordingly. Over the next 5 years, all SMG members are required to have a completed 5-year review. As new SMG members are hired, their 5-year review can be established based upon their date of hire. Current SMG members should have 5-year reviews completed no later than July 1, 2013, however it is strongly suggested that the 5-year reviews be staggered over time to ensure an equitable distribution of resources and reviewers.

Q. If someone is in an "acting" SMG role, does the updated policy apply to them?

A. Yes. An individual in an acting SMG appointment is covered under the updated SMG Performance Management policies.

**Please send additional questions to Shelby Chin, Compensation Coordinator,
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