JANUARY, 2019

Dear Curry Supervisors:

The Faculty Council and Curry Staff Advisory Committee are pleased to provide information and resources for supervisors. You will receive monthly emails that provide material addressing issues that you have indicated are important to you.

Today's Topic is: *Self-Evaluation and Goal Setting*

It's as easy as taking a selfie. This is your employee's chance to be an active participant in their own evaluation. A self-evaluation is a thoughtful written review of an employee's performance for the past evaluation cycle where they take some time to honestly assess their strengths and areas where they may have some opportunities. Taking time to complete this exercise will enable supervisors and employees to participate more constructively in the end of year evaluation meeting.

Encourage your employees to take some time to reflect on their 2018 accomplishments, goals and experiences. Remind your employees not to be shy in letting you know where they shone during the year but also reaffirm this is a safe space to honestly evaluate any opportunities they may have had during the last year. This is their chance to shine a light on their accomplishments.

Goal Setting

January 2019 will be the start of the new performance cycle, and with that comes the annual process of setting goals. Goal setting should be a collaborative process between you and your employees and is your opportunity to meet with them to discuss goals and expectations for the upcoming year. Use this time to develop a shared vision and help your employee set goals that align to the vision and mission of the unit. This is also a great chance to communicate your expectations for the upcoming year and to answer and clarify any questions.

Talent Development will be offering Goal Setting sessions designed for any UVA Academic Employee, regardless of role, previous goal setting experience, or tenure at UVA. Topics covered include calendar year 2019 performance goal best practices, use of the SMART goal framework, as well as available resources to guide you through the goal setting process. Please consider encouraging your employees to attend one of these sessions.

In addition, employees have an opportunity to draft at least one of their three required goals during the workshop! If they've already begun drafting goals, it is recommended they bring those with them to the class for an opportunity to fine-tune them. Below is the schedule and location of some upcoming trainings. Employees can enroll here: https://leadershipexcellence.virginia.edu/classes/academic.

- Tuesday, January 15, 9:00-11:30am, McKim – BIMS Room 1023
- Monday, February 25, 2:00-4:30pm, Newcomb Hall, South Hall
- Wednesday, March 13, 2:00-4:30pm, Pinn Hall, G1 & G2

Communication Tips

When providing *positive feedback* be specific and descriptive and try to avoid generalizations. Reinforce and encourage positive behavior to let people know what they're doing well so they can continue to meet or exceed expectations. Let them know the impact and benefits of their contributions.

If there are opportunities, this is also the time to provide *constructive feedback*. Effective constructive feedback is delivered in a timely manner and in a way that invites problem solving and follow up action. It is delivered with positive intent with the goal to help your employees improve any opportunities in their performance.

It is important to remember that feedback is a *two-way process,* so remember to invite a respose. A best practice is to ask your employees open-ended questions like:

- What is your perspective on this topic?
- What do you need from me to be successful?
- How can I best support you in the upcoming year?

Work together to help them come up with resolutions, summarizing key points and agreeing on next steps and expectations. By fostering open communication and feedback you are helping ensure that you and your employees are on the same page.

Ideally, you and your employees have been engaging in constructive feedback during the course of the year. However, if this is the first time you have discussed challenges with them, it is a best practice to set expectations and include those in their upcoming performance plan.

Mark Your Calendar

Faculty Council and the Curry Staff Advisory Council

invite you to a special one-hour professional development opportunity on

Effective Communication Best Practices

Friday, February 15th in Holloway Hall

Two trainings will be offered, and you may choose **the one** most convenient for you:

1ˢᵗ Session: *10:30-11:30am Training*; lunch with your supervisor/supervisee at 11:30
OR
2ⁿᵈ Session: 11:30am lunch with your supervisor/supervisee; *12:00-1:00pm Training*

Space is limited; please [RSVP here](#)

*Note: Though not required, you are invited to attend with your supervisor or supervisee(s).
ALL Curry faculty and staff are welcome.

Now is the time to: Prepare for Workday

Remember that e-training for Workday is also available to you. Training is segmented into four modules: [Workday Essentials](#), [Manager Essentials](#), [Essentials for Faculty](#), and [Essentials for Students](#). We encourage you all to complete Workday Essentials, and we encourage you to complete additional modules as applicable. Please attempt to complete training prior to the Workday launch on Monday. UVA HR has also compiled a number of [job aids](#) for your reference when completing specific transactions in the Workday system. If you have questions, please [contact your Workday Partner](#).

Curry, Batten, and McIntire are hosting an "open lab" to assist you with specific questions you have about completing actions in workday. [Register](#) for the January 9ᵗʰ session located in Rouss/Roberson 317B.

Tip of the Day: Talk to Remote Colleagues About How You'll Work Together

Do you have a coworker who's in a different office or location? When you work virtually with someone on a regular basis, it can be helpful to talk about how you'll work together. Have a conversation about the best

ways to communicate. For example, you might decide to email for simple matters but get on Zoom when something complex requires you to share screens. Also, discuss what times of day are better to call or text, and whether there are particular days of the week you should avoid. If you collaborate on documents, establish a process to ensure you don't inadvertently delete updates or create conflicting versions. Consider using the UVA Box, SharePoint, or Office 365 Online products that monitors revisions. Establishing these kinds of ground rules early on demonstrates respect for each other's time and helps avoid the frustration that can come from mismatched expectations. Adapted from [“The Virtual Work Skills You Need — Even If You Never Work Remotely,”](#) by Barbara Z. Larson and Erin E. Makarius, <u>Harvard Business Review</u>.