Performance Evaluation

Frequently Asked Questions (FAQs)

How does this affect the performance review period dates for employees?
For FY20, the performance review period will start with the end date of the employee's last review period and end on August 31, 2020. For example:
- If an employee's last review period ended on December 31, 2018, the next review period will be:
    o January 1, 2019 – August 31, 2020
- If an employee's last review period ended on June 30, 2019, the next review period will be:
    o July 1, 2019 – August 31, 2020
- If an employee's last review period ended on September 30, 2019, the next review period will be:
    o October 1, 2019 – August 31, 2020

What do I do if I have already created an evaluation and used a different date?
Reach out to your HR Business Partner or Generalist and they can assist with correcting the dates.

How does this impact new employees?
For those that hired in September 2019 - March of 2020, they will also be included in this rating period. Their rating period starts effective their hire date and ends August 31st. For those hired after March of this year, their first review will be conducted 9/1/2021.

What if I have an employee that that has recently transferred into my department from another department within UAMS?
Reach out to your HR Business Partner or Generalist to assist. Best practice is to reach out to the employee's previous supervisor, and discuss the most appropriate way to complete the evaluation.

What should I do now?
> If you have not already done so, managers or delegates should create the annual evaluation in ESS for FY20 so it is ready for your employee to complete their part beginning September 1. If you do not have access to the Manager Self Service tab in ESS, please reach out to your HR Business Partner.

What if I need assistance on the process or how to navigate the system?
> Your HR Business Partner and the Organizational Development team can work with your departments; and are here to assist, to ensure a successful performance review process. Please feel free to reach out to your HR Business Partner or Generalist to schedule a time for them to help.

When I click on the evaluation, it opens up but it is a blank screen?
> The Pop-up Blocker should be set to 'off' which will allow the screen to display.

What if the "comments" box in the employee evaluation is missing?
> Click under/around the area where the information is missing and right click – User Settings > More > Reset User Settings for Running Applications.

I have received my WF-BATCH notice to complete my annual evaluation self-assessment. But when I go to Appraisal Documents in ESS there are none available. What should I do?
- Ensure the 'Valid From' field is correct (i.e., you may enter 01-01-2015 in the first field and enter 12-31-9999 in the second field). Reach out to your HR Business Partner or Generalist and they can assist
- Ensure the 'Category ID' field is accurate (e.g., "UAMS Performance Evaluation (Current)" or "UAMS RN Evaluation (Current)")
- For further assistance, reach out to your HR Business Partner or Generalist and they can assist or you may open a ticket by emailing askhr@uams.edu

What if the link to the evaluation is "grayed out"?
> Make sure there are not two sessions open. If so, close all sessions and log in again. If the problem persists, you can try again in two hours or open an IT ticket in Service Now.