

STAFF SENATE

Thursday, May 16, 2024



AGENDA

1

Performance review process survey results

Alison Miller

2

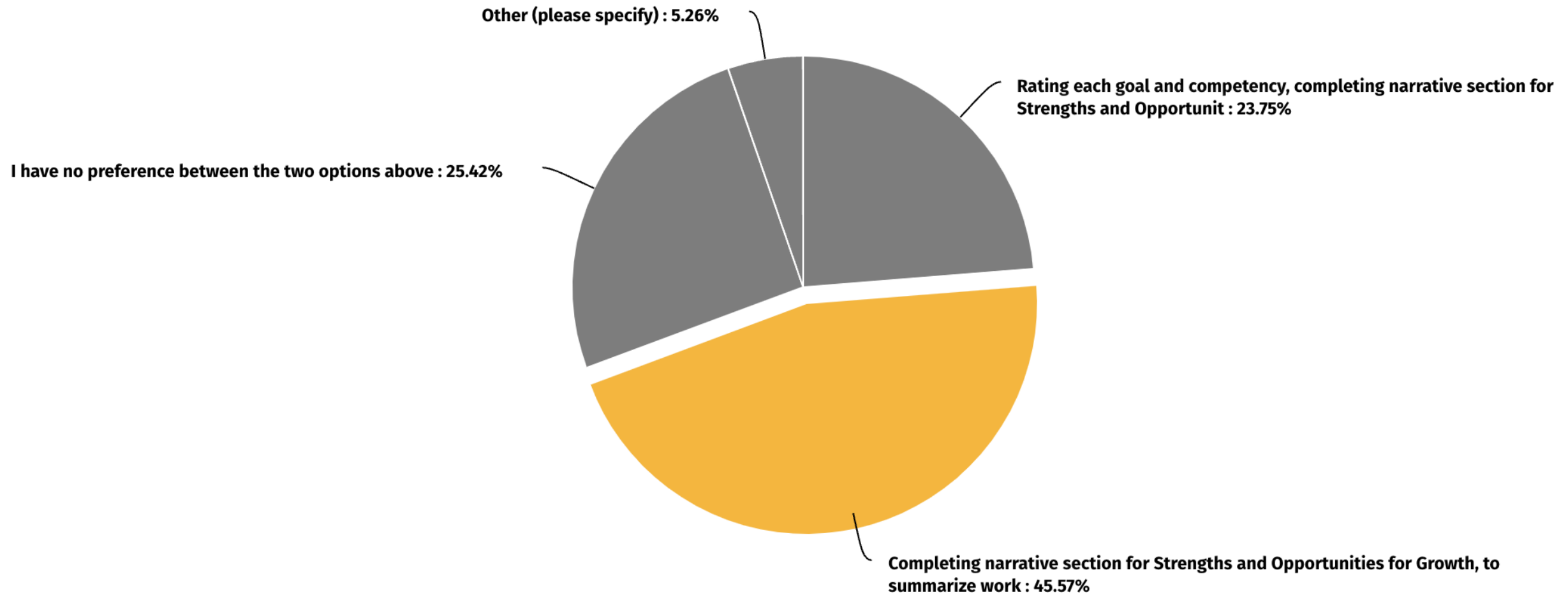
Manager training updates & request for feedback

Shana Ryman and Penny McFarline

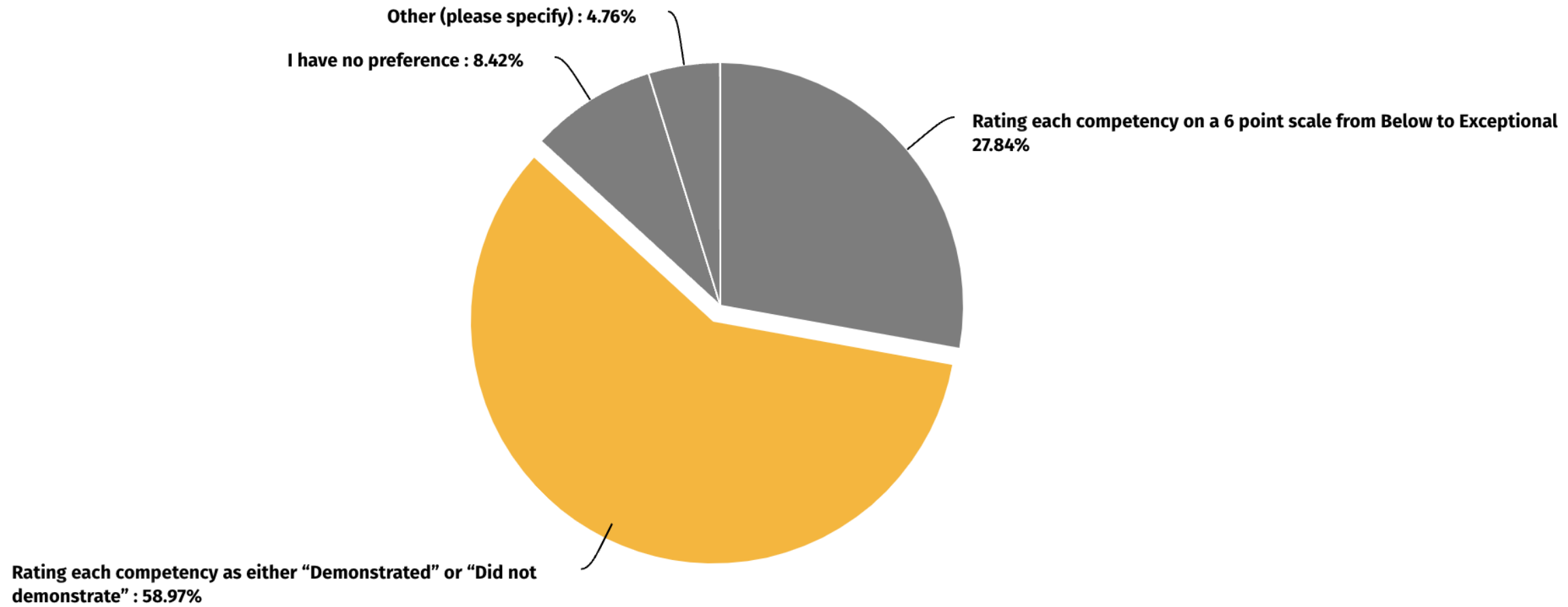
PERFORMANCE REVIEW PROCESS SURVEY

- **Goal:** Hear staff and manager perspectives on the updates to the 2023 performance review process and collect input on possible future updates to the performance review process.
- **Survey development**
 - Work group of 7 Staff Senate members and 3 VCU HR staff collaborated on draft survey
 - Staff Senate and HR leadership met to refine and confirm final survey questions
- **Survey distribution & response**
 - Survey period was April 19 - May 2 (two weeks); communications sent on April 19 and 30
 - **2,466 individuals** received the survey (VCU Classified and University and Academic Professionals who participated in both the 2022 and 2023 performance review process, excluding senior leadership)
 - Survey response rate: **37.71% (930 individual responses)**

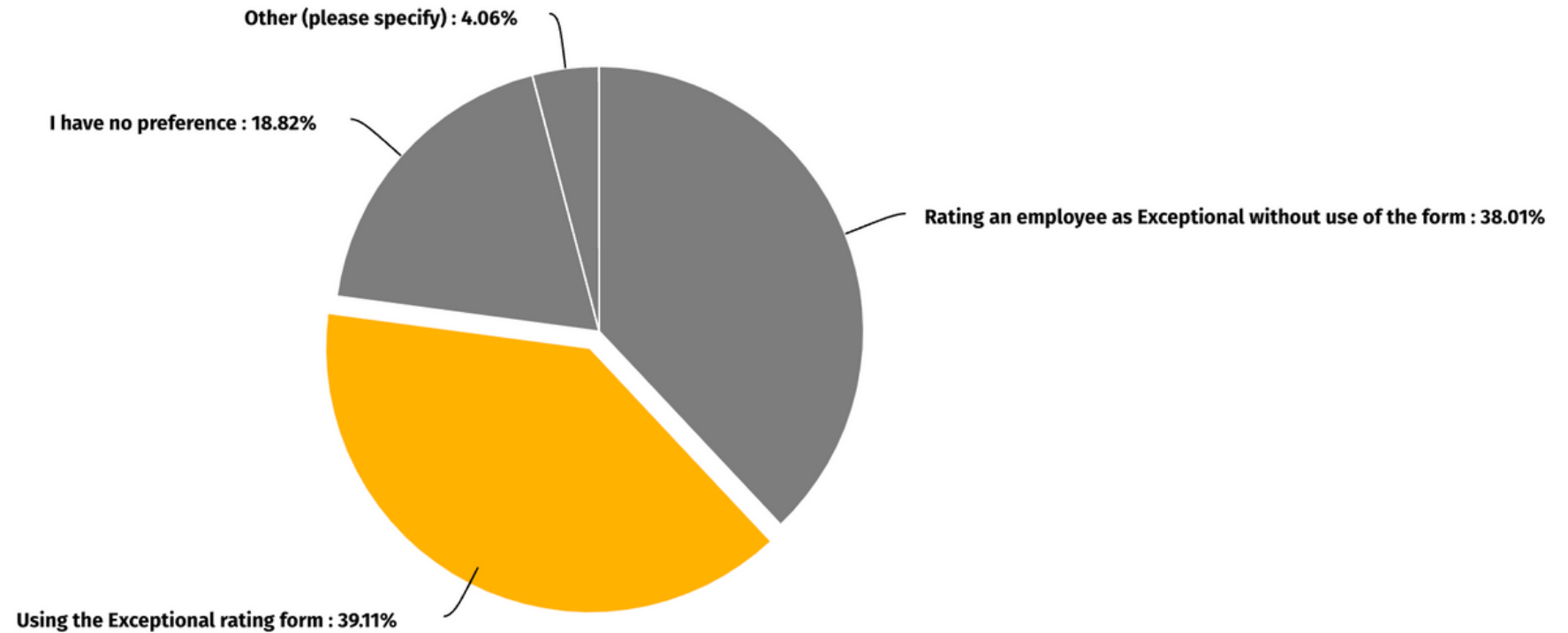
Which self review option(s) do you prefer?



Which manager review option do you prefer?

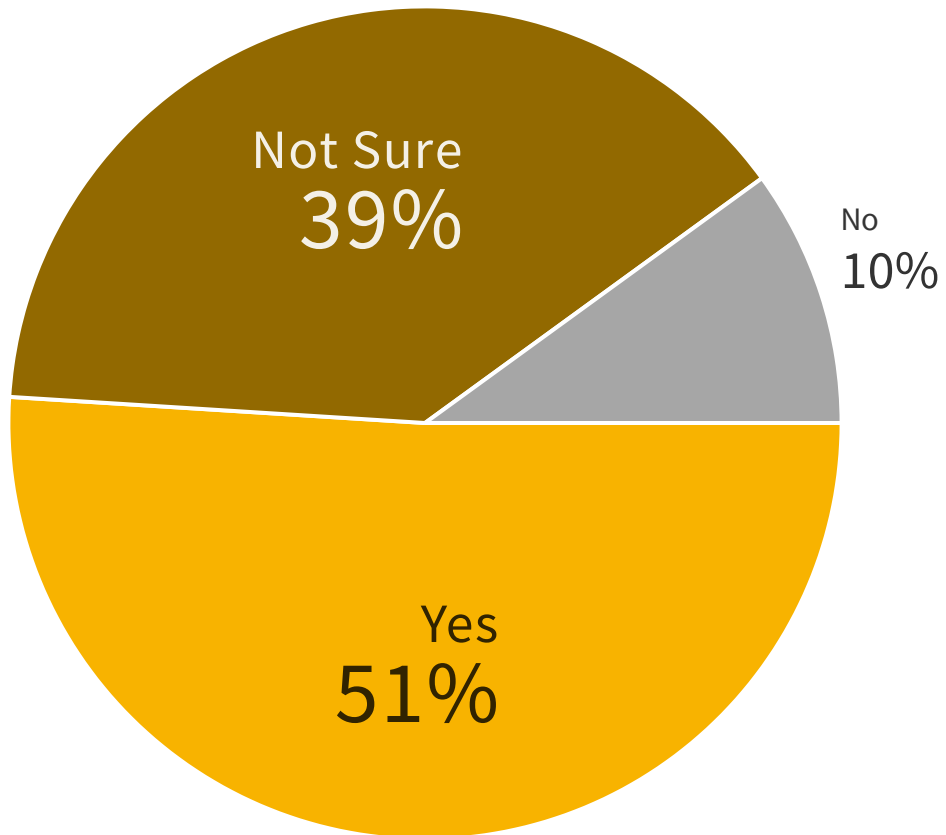


For Exceptional ratings, an additional form was used to help create more consistency and fairness in the usage of this rating. This form provided further explanation of the rating definition and examples of performance which may merit the Exceptional rating. Which process do you believe best supports accurate assignment of Exceptional ratings?

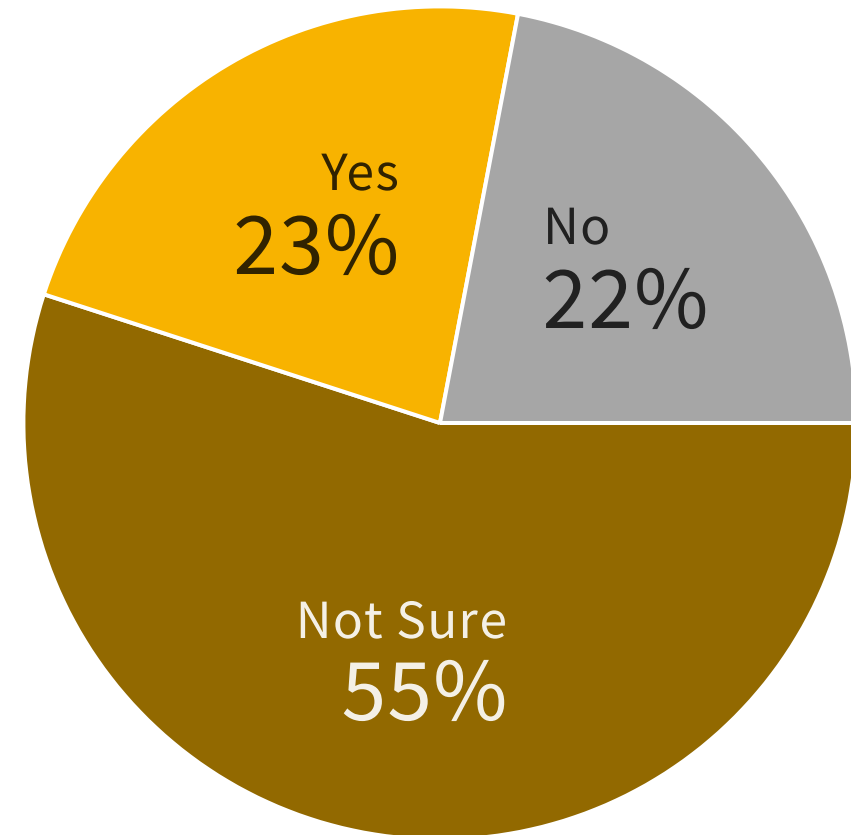


COMMUNICATIONS

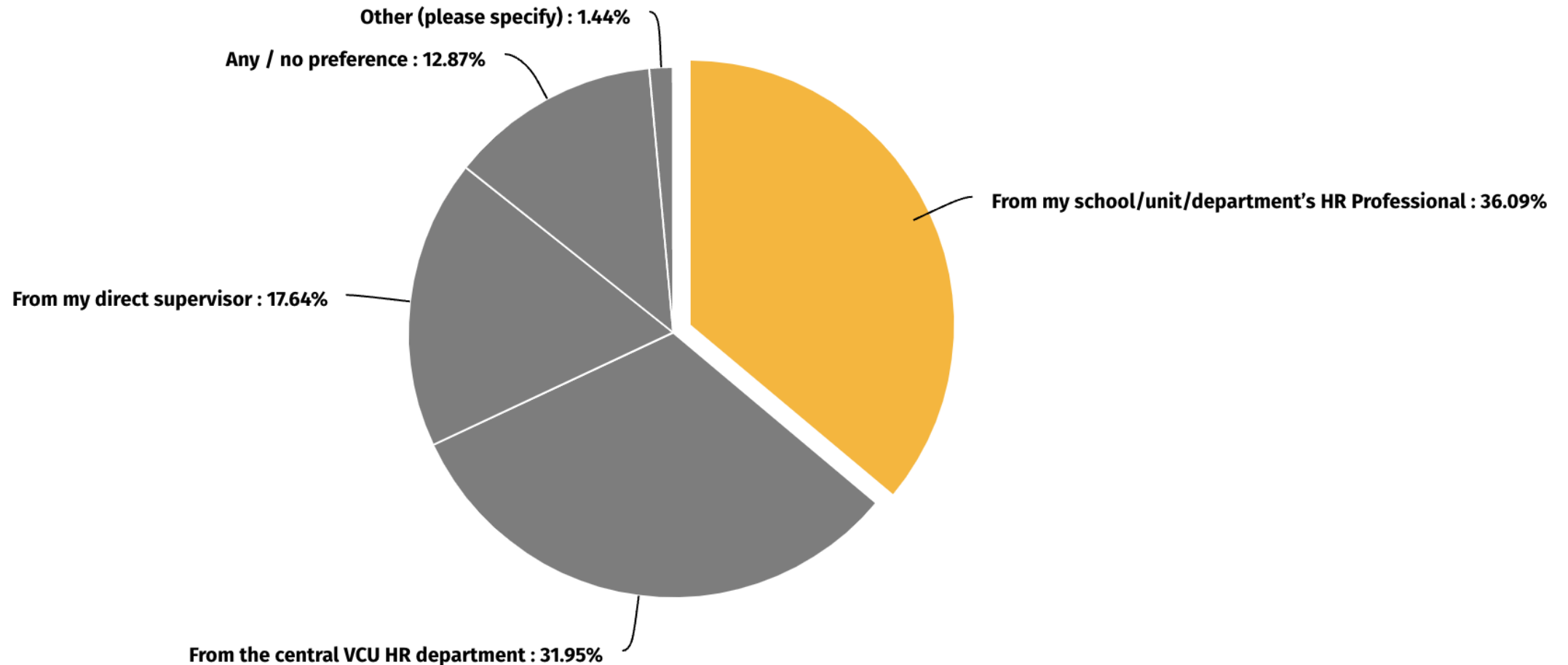
Received initial notice?



Received notification of changes?



How would you prefer to receive future communications about changes to the performance review process? (select all that apply)



NEXT STEPS

- Maintain changes made to the 2023 performance review process
- Logistical process improvements
 - Address administrative & timing challenges with Exceptional rating form
- Communications improvements:
 - Leverage HR website and TelegRAM announcements to provide timely notifications of any future changes to the performance review process
 - HR Professionals will be directed to share information, with additional layers of support and reinforcement (VCU HR to provide draft message examples, timely communication of information included in Quality Assurance process)