

Part I: Full Cycle Performance Introduction

About Full Cycle Performance

In 2016, UNCW launched the new Full Cycle Performance Program for all SHRA and EHRA non-faculty employees. SHRA employees use a standardized system designed for all UNC-system campuses under the leadership of General Administration. EHRA non-faculty employees use UNCW's first standardized EHRA performance management system. Training will be available biannually and online for all employees, including supervisors.



Highlights of the Program

- It is future-focused to foster strategic thinking, planning, and achievement.
- It features a contemporary design including both individual and institutional goals.
- It is synchronized to clearly align and connect employees with UNCW's Strategic Plan.
- It includes regular performance and talent conversations to promote engagement and retention of the best and brightest.

What will this Performance Guide cover?

- Detailed timelines of the cycle
- An overview of the Appraisal Tool
- Detailed instructions on filling out the Appraisal Tool
- Guidance on digital signatures
- Instructions on how to submit the tool
- Information on calibration sessions
- Helpful tips for avoiding rater bias
- How to assign a final rating/score
- How to discuss Institutional Goals
- How to define Individual Goals
- How to create a Talent Development Plan
- How to write a performance review narrative
- Guidance for effective talent conversations
- Suggestions for forward thinking and planning
- Links to support services and other resources



Full Cycle Performance Management is the starting point to continuous engagement, performance, development, and retention of our employees. It is a process - *not an event.*

