Key Points

• 2022-23 staff performance reviews and merit will be completed in Ignite for the work done between March 1, 2022 and February 28, 2023.

• The staff performance review process runs from March 1 – April 28, 2022.

• The general timeline and review content remains similar to prior years.

• All full-time and part-time staff hired before December 1, 2022 participate in the process. Those hired after December 1, 2022 or full-time and part-time temporary staff may participate upon request. For the purposes of performance reviews, temporary staff are defined as those whose role and the work needed is intended to be less than one year, regardless of funding source.
Key Points

• As with last year’s reviews, no second level manager review of the performance review document is required.
• Department heads will be able to see ratings and completion status for their teams within Ignite.
• When merit review occurs, all levels of managers will participate in the merit recommendation and approval process.
• Because of the merit process, staff salaries can not change from May 1 through August 1.
Staff Review/Merit Timeline

1. Employee completes self-appraisal
   - March 1 - 20

2. Manager completes evaluation “Rating” assigned
   - March 21 - April 14

3. Employee and manager discuss reviews and sign off in Ignite
   - April 15 - 28

4. Performance ratings inform merit process
   - May - June

5. Managers complete merit and submit for approval
   - July

6. Merit conversations

Merit becomes effective
   - Aug 1
The Manager’s Role in the Process

• Begin timeline communications with your team now.
  • Ask your team to begin to gather information to prepare their self-evaluations beginning March 1 and have them completed no later than March 20.

• Prepare for effective performance conversations:
  • Block time on your calendar to write and conduct performance reviews
  • Contact your HRC for assistance with any reviews with low ratings or unique circumstances

• Reach out to your HR partners for assistance at any point:
  • Questions pertaining to specific employees or Division planning: HR Consultant
  • Performance Review Process: Broc Edwards
  • Merit Process: Lindsay Heller
Thank you