KEAN

WORLD-CLASS EDUCATION

Employee Relations Team

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Performance Management Webpage

Agenda

- Overview & Timeline
- Self-registration
- ePAR Process
- ePAR Close-out
- Elements of Performance Management
- PIP
- Q/A

Epar Overview

- Applicable Group: Classified Staff (CWA, IFPTE, & Police Unions)
- Timeline: July 1-June 30
- Application: ePAR State system which is housed on the My Nj platform
- Teacher Tittles and Managing Administrative Assistants are evaluated using the Paper ePAR

Components of the ePAR

Job Expectations (due July 17, 2024): Contains Fields for major goals and major job responsibilities and essential criteria for successful accomplishments.

Interim Evaluation (due January 12, 2025): Will occur at the six month period and includes justification and development plan sections to support mid-point ratings.

Final Evaluation (due June 29, 2025): Reviews job performance that encompasses the entire evaluation timeframe and occurs during the last month of the cycle.

Self Registration

- All new Classified staff will need to register their ePAR application and link it to their My NJ account. Instructions on how to complete this will be sent to employees via email by a member of the ER team.
  - For Full instructions on how to Self Register as an employee Click Here
  - Supervisor will also need to complete self registration (if not registered already) and link the ePAR application to their My Nj account
  - For full instructions on how to Self Register as a supervisor Click Here

ePAR Roles & Responsibilities

Ratee – classified employee whose work performance is being evaluated; must sign at each phase of the 3-part process

Rater – immediate supervisor; responsible for the preparation of Job Expectations and completion of Interim & Final evaluations

Reviewer – next-level manager (typically immediate supervisor's manager); responsible for reviewing & providing feedback on each aspect of the review

Epar Close-out

When is it used?

- When an employee's title changes
- When reporting relationships change
- When an ePAR is done in error

Who is responsible?

- "Former" Supervisor/Rater is responsible for closing out an ePAR with the assistance of HR

Instructions on How to Complete a Close-out

Elements of Performance Management

- When is it used?
  - When an employee's title changes
  - When reporting relationships change
  - When an ePAR is done in error
- Who is responsible?
  - "Former" Supervisor/Rater is responsible for closing out an ePAR with the assistance of HR

Performance Improvement Plan (PIP)

- What is a PIP?
  - PIPs are implemented to give an employee with performance shortages the opportunity to succeed
- How should a PIP be used?
  - PIPs are put in place for a pre-determined period (often 90—120 days) and involve regular meetings to evaluate the employee's progress
- What should a PIP include?
  - SMART Goals
- Use HR as a partner!

Questions?