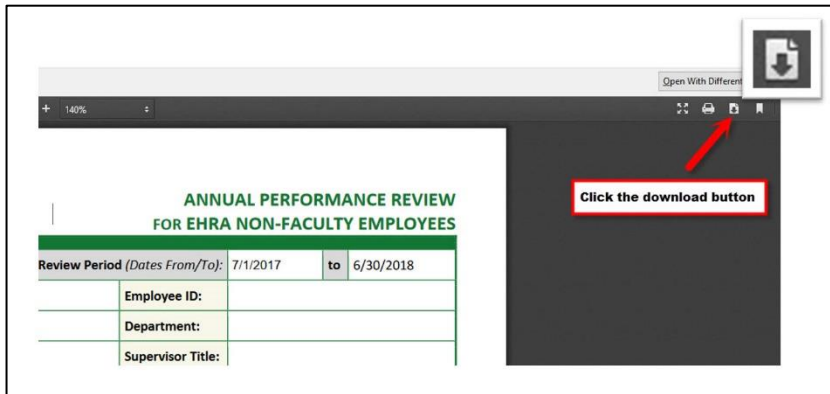




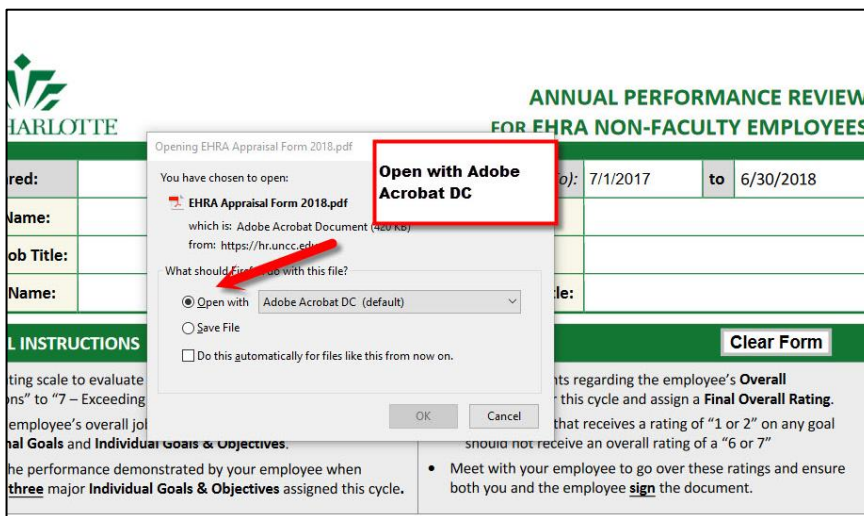
# Quick Reference Guide Completing EHRA Non-Faculty Appraisals

## Filling out the Form

- Download the [EHRA Appraisal Document](#) from the [STAKES](#) website



- Open it with Adobe Acrobat DC to get started
  - If this program is not installed on your computer, go to Install Software on page 3.



- Read the appraisal instructions carefully to ensure that you understand what is needed from you.
  - You must rate your employee on each of the goals on the form using the 7-point rating scale.
    - 1 & 2 = Not Meeting Expectations range

- 3, 4, & 5 = Meeting Expectations range
  - 6 & 7 = Exceeding Expectations range
- Institutional Goals
  - Comments on performance as it pertains to these goals are optional.
- Individual Goals
  - You must list at least three major individual goals or objectives you had for your employee or their unit this year.
  - Provide brief comments on the goal itself and if the employee met this goal
  - If you would like to attach additional goals, you may use the [EHRA Appraisal Document - Add'l Goals Attachment](#) form
- Professional Development Activities
  - Comment briefly on the professional development activities the employee accomplished this cycle
- Overall Performance
  - You are required to give comments on the employees overall performance during this cycle that reflect and support the goal ratings assigned
- Employee's Overall Performance Rating
  - The overall rating should reflect the performance of the employee throughout the whole cycle and generally coincide with the individual goal ratings given
  - An employee that receives a rating of "1 or 2" on any goal should not receive an overall rating of "6 or 7"
- Save, Print, and Sign Document
  - Save the document for your records
  - Print document and prepare for your appraisal meeting with your employee
  - Acknowledge your appraisal meeting by signing document
    - Employee and supervisor should sign & date
    - Next – Level Supervisor signature is optional
  - Make copies of signed document for your records and for the employee
- Deliver Document to EHRA Non-Faculty Administration Office
  - Scan signed document and save as "2018 EHRA Appraisal [Employee Name]"
  - Send to [nt-stakes@uncc.edu](mailto:nt-stakes@uncc.edu)

## Employee Self – Appraisals (Optional)

The [employee self-appraisal](#) is the employee's opportunity to reflect on accomplishments and/or any setbacks that he/she experienced during the performance cycle. It allows your employee to share his/her performance from his/her perspective.

- An employee self-appraisal form was created for your convenience if you would like to include this step in the appraisal process.

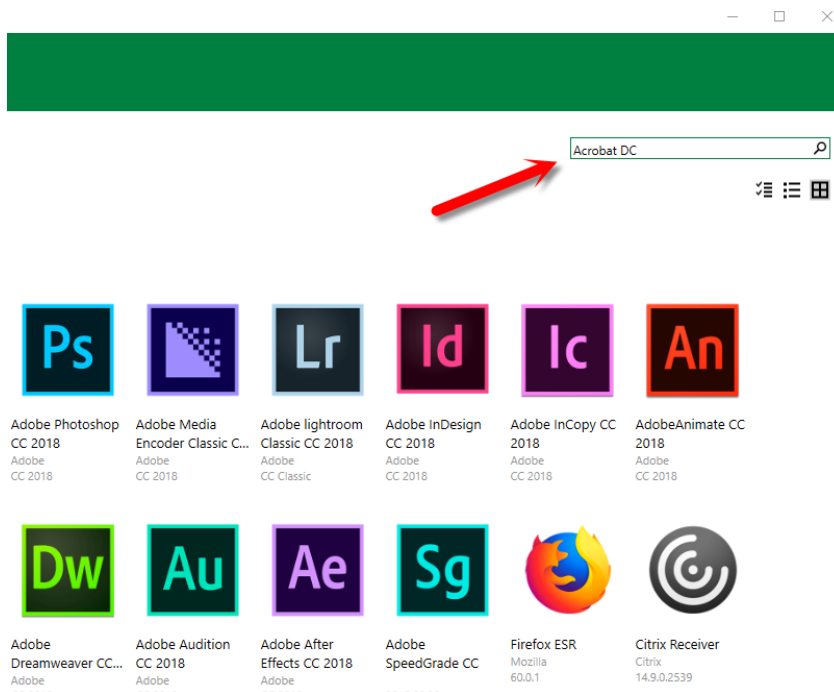
## Install Software – Adobe Acrobat DC

If you don't have Adobe Acrobat DC installed on your computer, follow the steps below:

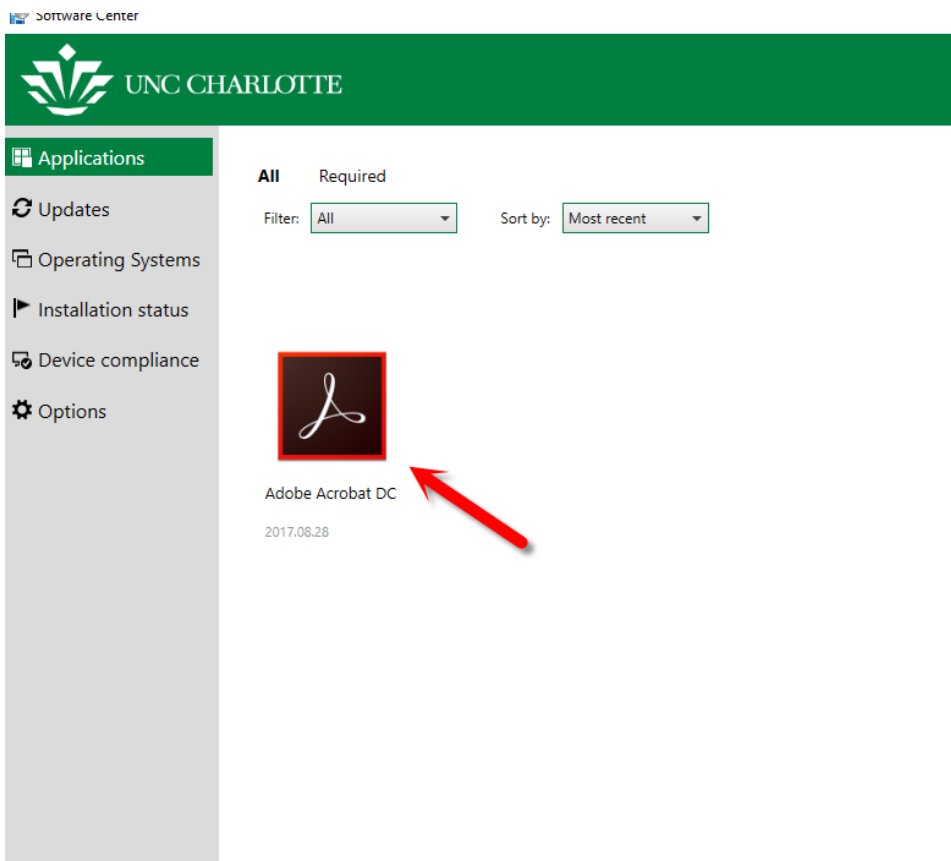
- Go to your windows start button at the bottom of the screen and click it



- Find the "Microsoft System Center" Folder – CLICK IT
- Select the "Software System Program" file
- Once there, type Acrobat DC in the search field and hit ENTER



- Double click the Adobe Acrobat DC program and CLICK Install



Once you have the program installed on your computer, you should be able to complete the form.