



## **electronic Performance Assessment Review**

Formerly called the (PAR) the electronic Performance Assessment Review (ePAR) has been updated. An ePAR should be completed for every classified employee of the university.

The ePAR is an assessment tool, using a three-tiered rating scale. The system is used to evaluate performance for employees and/or their supervisors who are currently represented by AFSME, CWA or IFPTE unions.

The ePAR is a critical tool that fosters communication between rater (Supervisor) and rate (employee). The ePAR process helps to increase communication and reduce misunderstandings that arise when one person evaluates the work of another.

For instructions pertaining to the ePAR process, download the guide which is also available when you log in to system. For employees or supervisors who need to register for ePAR call Human Resources.

### **Defining Participants in the ePAR Policy Process**

**Ratee** -The employee receiving the evaluation is the Ratee. The ratee is the focus of the assessment. As in any other communication process, there must be an exchange of ideas in the ePAR process. Both the Ratee and the Rater are responsible for working together in the development of job expectations and the provision of open and honest feedback about job expectations, the interim and final assessments and the development plan.

**Rater**- The immediate supervisor of the Ratee is the Rater. Immediate supervisor is the person who receives and/or dispenses the work. The Rater has the responsibility of conducting the performance assessment and giving open and honest feedback to the Ratee about performance throughout the rating cycle. In the ePAR process, the Rater role has the primary responsibility of controlling and informing the other roles about their responsibilities. All parts of the process begin with the Rater.

**Reviewer**-The Rater's supervisor (or manager) who is responsible for ensuring appropriate administration of the ePAR Process is the Reviewer. Reviewers are also responsible for setting goals and expectations for the organization, unit or division. The Reviewer is strongly encouraged to take an active role in all parts of the ePAR process. This may include managing performance management meetings and conflict resolution meetings. It is highly recommended that Raters meet with or provide feedback to Reviewers prior to conducting interim or final assessment meetings with their Ratees.



### **ePAR Process**

**Job Expectations** – when the employee and supervisor establish the major goals, job responsibilities and essential criteria for the position. **Due November 30<sup>th</sup> of each rating year**

**Interim Review** - occurs six months into the rating cycle. The purpose of the Interim Review is to provide the ratee an indication of their work performance and progress for the first six months of the cycle. **Due by April 30<sup>th</sup> of each rating year.**

**Final Review** - occurs at the end of the rating cycle and is an evaluation of overall performance for the entire rating cycle. The Final Review rating is recorded in the employee's record and is the rating that triggers or supports the other personnel actions associated with the ePAR. **Due by November 30<sup>th</sup> of each rating year.**

### **ePAR Link to register**

The link for [https://wwwnet1.state.nj.us/NJ/NJ\\_ePar\\_Reg/SelfRegistration.aspx](https://wwwnet1.state.nj.us/NJ/NJ_ePar_Reg/SelfRegistration.aspx). If you have not already registered please call Darnell Carroll or Michelle Scott-Crook for your Log on ID.

### **ePAR Link to access the ePAR**

The link to access ePAR after you have registered [www.nj.gov](http://www.nj.gov)

### **ePAR 2016 Rating Period**

Rating period is November 1<sup>st</sup> of the previous year to October 31<sup>st</sup> of the coming year.