

# CIRES ASA Training for NOAA Based Employees

Annual Performance Evaluation Process  
July 1, 2019- June 30, 2020



Cooperative Institute for Research in Environmental Sciences  
UNIVERSITY OF COLORADO BOULDER and NOAA



# Who completes the ASA?

- ➔ All CIRES Researchers and Staff hired before July 1, 2020
  - Full time and Part time
  - CIRES Post Docs (\*see below)

## Who does not?

- ➔ Hourly employees or temporary Visitors (VFP Post-docs included)
  - No cost appointments
  - \*NSF & NRC Post Docs

# What is the Annual Summary of Accomplishments?

- First step in the annual performance evaluation for CIRES research faculty.
- The ASA form is used for capturing accomplishments and facilitating evaluation and feedback.
- The first step in the yearly merit increase process.
- Critical process for evaluating career growth goals and timelines.
- Excellent tool for evaluating changing work goals and objectives

# ASA Form - 3 Main Sections

- Primary Responsibilities (job duties over past year)
- Narrative (self-evaluation of past year)
- Objective & Plans (goals and plans for year ahead)

Employee  
Section:



- Assessment (performance evaluation of past year)
- Planning (performance plan for year ahead)

Supervisor  
Section:



- Assessment of Contributions & Plans (performance evaluation of past year, in addition to goals/projects for year ahead).

Science  
Advisor  
Section:



# Main Steps in the ASA

1. Employee completes Annual Summary of Accomplishments
2. Supervisor completes Assessment of Contributions and Plans
3. Supervisor and employee meet to discuss, reach agreement
4. Supervisor enters final Performance Rating Sheet online
5. Employee and Supervisor sign rating sheet  
*(step-by-step of how to create CU accepted signatures will be provided after this overview)*

*\*All documents can be changed until the signed hard copy is submitted to CIRES HR for submission to the Vice Chancellor of the Research and Innovation Office*

# Submission Details and Dates

<b>Now</b>	Log into InsideCIRES and begin entering info into your ASA System is online all year for entry of accomplishments
<b>June 30</b>	Complete and submit ASA to your Supervisor
<b>July 1- August 7</b>	<ul style="list-style-type: none"><li>•Supervisor reads ASA and complete forms</li><li>•Supervisor &amp; employee <b>meet</b> and discuss</li><li>•Supervisor and employee complete <b>rating sheet</b></li></ul>
<b>August 7</b>	Supervisor & employee sign rating sheet and submit to CIRES HR
<b>* Missing ratings sheets? NO RAISE for employee or supervisor</b>	

# Employee Responsibilities

- Current evaluation period is **July 1, 2019- June 30, 2020**
- Enter all relevant fields in the ASA app on [InsideCIRES](#)
- Submit ASA to Supervisor by **June 30**
- Meet with Supervisor to discuss rating, revise and complete ASA documents and sign final rating sheet by **August 7**

# Supervisor Responsibilities

- Review Submitted ASA
  - Consider input from Science Advisor's assessment
  - Write Supervisor's Assessments
- \*Review telework agreement if relevant (for non-covid related telework agreements (i.e. those who regularly telework))
- \* Review Career Track goals and timelines



# Supervisor Responsibilities (cont.)

- Meet to with employee to discuss all documents, set employee goals for next performance period, & edit documents if necessary\*
- Submit assessments through insideCIRES
- Complete and submit rating sheets electronically, and then return signed hard copy to CIRES HR no later than **August 7**

**\*Science Advisors are encouraged to attend this meeting**



# Science Advisor Responsibilities\*

- View Annual Summary
- Write Science Advisor's Assessment (all done on insideCIRES)
- Meet with employee and supervisor to discuss all documents and make necessary edits
- Submit assessments via insideCIRES

*\*Science Advisor's Participation in the Annual Summary process is optional.*

# Evaluation Meeting with Employee, Supervisor & Science Advisor

- Job description updates
- Performance – evaluation/feedback
- Accomplishments and successes
- Areas for improvement
- Goals for 2020-2021
- Career track review
- Review telework agreement (If applicable)
- Concurrence/edits
- Signing of final rating sheet

# Special Considerations during ASA

- Equity issues are NOT addressed in merit process. Please use these instead:
  - Out of cycle increases
  - Career track planning
- Review career track status/plans **every year** and make this part of the objectives and plans section if appropriate.
- Additional documentation can be submitted with the packet by employee

# Considerations During Covid-19 remote work

- Last Quarter Impacts:
  - Mandated a remote work impacts
    - adjustments of deadlines and work should be addressed
- Please evaluate entire period of performance
  - Presentation on performance management:  
<https://insidecires.colorado.edu/forms/>

# Other Important Details

- Merit increases may be delayed or not happen this year due to COVID-19 budget uncertainty.
- CIRES HR will keep employees up-to-date of any news on merit timelines/whether they will happen as soon as they know.
- Any employee hired prior to 7/01/20 should complete a full ASA.
- 2020 Career track recipients are eligible for an increase and should complete an ASA
- Out of cycle increase recipients after 7/01/20 not eligible for merit increase

# CIRES Supervisors

\*Must be CU Employee

\*Listed in CU HR as supervisors

- May directly oversee the scientific or technical work of CIRES employees or collaborate with Science Advisors
- Provide a communications channel between employees, CIRES, University, and Labs
- Technical contact between CIRES and employees:
  - Guidance for Arriving and Departing
  - Completion of time cards and documentation of leave
  - Other HR processes as they arise
- Provide advice and oversight in the Career Track promotion process
- Support CareerTrack promotion process through evaluation and recommendation
- Complete and sign annual employee evaluation and rating sheet



# Science Advisors

\*Generally are Federal Employees

- Play a critical role in establishing and preserving the collaborative atmosphere of the Boulder NOAA laboratories.

- Establish a legitimate institutional channel for NOAA scientists to provide input, direction and feedback on projects implemented by CIRES employees working in the Boulder NOAA labs.

- Work with supervisors to provide direction and support to the efforts of research teams and individual employees.

- Support Career Track promotion process through evaluation and recommendation

- Complete annual Scientific Evaluation





# How to Create a DocuSign and Submit

- CIRES IT Demo
  - DocuSign Step-by-step
- Email completed DocuSign (rating sheet) to:
  - [ciresASA@colorado.edu](mailto:ciresASA@colorado.edu)

# More...

- Open Enrollment deadline is Friday, May 8
  - Enrollment is passive this year, but it's always a good idea to review plans and see what is changing to be sure you have the right plan for you.
- Additional supervisor resources are available [here](#).
  - Performance management [slides](#) from CU Boulder HR may be especially relevant for ASAs.
- Annual Cyber security course released today:  
<https://sites.google.com/a/noaa.gov/ocio-itso/home/it-security-awareness-training>
  - Required for anyone with an @noaa.gov email account
  - complete by 9/18/20

# Questions? We're Here to Help!

- CIRES HR
  - [cireshr@colorado.edu](mailto:cireshr@colorado.edu)
- CIRES IT (login help, docuSign issues or other IT issue):
  - [CIRESIThelp@colorado.edu](mailto:CIRESIThelp@colorado.edu)



# Demo of ASA app

- Stay on if you would like a quick walk through of the app
- Good if you've never done the ASA before

# Where to Find the Annual Summary

<https://insidecires.colorado.edu/asa/>



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