

Transparency to employees re: calibration

To: all employees

From: [COLLEGE/UNIT Vice President or Dean and HR Lead]

Subject: Transparency Around the Performance Calibration Process

Dear Colleague,

Throughout this performance cycle we can't emphasize enough the importance of inclusion and equity in *how* we go about our work. To provide clarity on what this looks like for employees and supervisors we offered training that increased awareness on common biases and mitigation techniques.

In line with these efforts, we are conducting a performance evaluation calibration. An evaluation of performance can for good or bad have ripple effects on one's career and opportunities. This process, although not an end-all be-all solution, is an important step to mitigate bias and create consistent standards for evaluating performance.

In calibration supervisors and senior leaders discuss the ratings they've assigned to their employees and the rationale behind the rating. Although this process can provide broader visibility of your strengths, it can also feel vulnerable. The following guidelines are in place to protect the integrity of the process:

- Calibration is a confidential process. There are clear expectations that participants keep the conversation confidential. Along those lines, private information (medical, etc) is not a part of the conversation.
- Your supervisors will independently consider feedback in light of its relevance and usefulness and share with you if it meets that criteria; e.g. if it is not tied to expectations of your role it will not have an impact on your performance evaluation.
- An evaluation is a reflection of conversations throughout the year.

Please reachout to [CONTACT NAME] if you have questions.

Regards,

[COLLEGE/UNIT Vice President or Dean and HR Lead]