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**Senior Manager End of Year Process - Frequently Asked Questions**

We have developed these FAQ’s to help ensure everyone understands the approach. If you have any further questions that are not covered here you should speak to your line manager in the first instance or you can contact [staffdevelopment@napier.ac.uk](mailto:staffdevelopment@napier.ac.uk) and we will get back to you and update the FAQ’s if appropriate.

**Q. As performance awards were not considered in the year 2021/22, will the 2022/23 process cover the last 2 years performance?**

1. Your manager will discuss with you the objectives you are being assessed against and the time frame being considered. It has been agreed by ULT and SLT that performance will be considered over the 2 year period.

**Q. Why is there only 1 rating above Achieving Expectations, where there used to be 2 ratings, and does this mean you are trying to reduce the number of people in the higher ratings?**

1. Feedback through the process was that people were unclear on the difference between the previous ratings of ‘Exceeding Expectations’ and ‘Outstanding’ and would prefer to have one rating to incorporate both. Anyone operating at the level required to achieve either of these ratings previously will now be included in the ‘Exceeding Expectations’ rating.
2. We are not trying to reduce the number of people in the higher ratings, but we are aware of the breadth and depth required to do a great job in our senior roles and this is recognised in the Achieving Expectations rating. To be rated ‘Exceeding Expectations’, we do expect this to be substantially different from the majority of people operating at this level and will require evidence of the impact being made to award and celebrate this rating.

**Q. If someone is absent for a large period of the review year (e.g. long term sick, maternity/paternity leave etc) how will they be awarded a fair rating?**

1. The [My Contribution Guidelines](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/My%20Contibution_Guidelines_V1.5.pdf)​​ provide clarity on the process, with guidance on changing roles during the annual cycle, having more than one manager and eligibility to complete the process.
   1. Managers will review situations on a case by case basis to ensure all colleagues receive the appropriate rating, this will also be considered during the calibration to ensure consistency across the University.

**Q. I have only recently joined the University, why will I be allocated a rating when there has been insufficient time for me to demonstrate my impact?**

1. We have a ‘Developing’ rating for colleagues who have not had the chance to demonstrate their impact yet. We believe it is essential that all colleagues understand the process and feel supported to have career conversations during their time at Edinburgh Napier. Having this conversation early in your time will enable this and also ensure you are set up for success for your first full year in role.

**Q. Why is my rating subject to calibration when my line manager knows my day-to-day outputs?**

A. Calibration is an important exercise to ensure that different managers are applying similar standards in measuring and evaluating performance across the University.

**Q. What is the process if I disagree with my calibrated rating?**

A. If there is a disagreement over any element of the process, where possible, it should be resolved informally in the first instance through discussions with those involved. If this is not possible, the objectives or ratings can be appealed by escalating this to the reviewer’s line manager. More information is available in the  [My Contribution Guidelines](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/My%20Contibution_Guidelines_V1.5.pdf).