

PM Term	Definition
Performance Management (PM)	Performance Management (PM) is the IRIS/SAP module used for online employee performance appraisals.
Performance Evaluation (PE)	Performance Evaluations (PEs) are used to assess individual performance. They are most frequently used to provide feedback to staff about performance and to evaluate for pay and promotion decisions. The performance evaluation process used at the University of Kentucky is a mechanism to address individual performance achievements and concerns.
Essential Function	Essential Functions describe the <u>tasks</u> associated with each Major Job Responsibility for the position. University of Kentucky positions have two to five Major Job Responsibilities, and each Responsibility has Essential Functions. These <u>tasks</u> are the reason the job exists – they are “essential” functions. The Essential Functions for all UK positions are located on the JAQ.
Job Standards	Job Standards describe, in measurable terms, the <u>results</u> that indicate that an employee in the position has properly performed the particular Essential Function. Job Standards tell us exactly <u>how to tell that the Essential Function is done properly</u> .
Job Analysis Questionnaire (JAQ)	The JAQ is a form used by Human Resources to describe the position’s duties, responsibilities, required qualifications, experience and education levels, etc. The Compensation office in Human Resources uses the information from this form to establish and classify positions. For a copy of a position’s JAQ, please contact your unit’s budget officer. Most often they will have a copy in their files. If you are unable to locate a copy of the JAQ for the position, contact the Compensation office in HR for a copy.
In Preparation	HR administration creates evaluation forms in mass, or forms are created individually by Manager
In Planning	Manager sets expectations through Essential Job Functions and Job Standards (Owner: Manager). Employee reviews expectations (Form owner: Employee).
In Review	Manager enters comments for mid-year evaluation (Form owner: Manager). Employee also enters mid-year comments (Form owner: Employee).

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In Process	Employee completes Self-Evaluation (Form owner: Employee). Manager completes year-end evaluation (Form owner: Manager). Employees acknowledge they have been evaluated (Form owner: Employee).
Completed	Performance evaluation is complete (Form owner: Manager and Employee).