

Evaluation process from 1.2.2023 to 31.5.2023

Vážení kolegové,

Jak jste již byli informováni, bude u nás od února probíhat „Hodnocení zaměstnanců na ústavech PřF MU“ v systému EVAK. Pod záštitou Bány Wahlové již proběhly semináře v češtině pro vedoucí pracovníky Jak hodnotit a Jak pracovat s aplikací EVAK. Aktuálně pro nás připravuje

- termíny pro anglickou verzi seminářů pro vedoucí pracovníky
- seminář pro zaměstnance Jak zpracovat hodnocení EVAK v české a anglické verzi.

V polovině ledna připravím a zašlu ke kontrole všem vedoucím finální seznam hodnocených zaměstnanců, tak aby byl k 1.2.2023 aktuální.

Tato příprava přispěje k tomu, abychom vše úspěšně zvládli.

V případě dotazů vám ráda odpovím.

Lenka Baková

Dear colleagues,

as you have already been informed, we will be conducting "Evaluation of employees at the MU Faculty of Science institutes" in the EVAK system from February.

Under the protection of Bára Wahlová, seminars in Czech have already been held for managers on how to evaluate and how to work with the EVAK application. She is currently preparing for us

- English version of the seminars for managers
- seminar for staff on How to prepare EVAK assessments in the Czech and English versions.

In mid-January, I will prepare and send the final list of evaluated employees to all managers for review so that it is actual as of February 1, 2023.

This preparation will help to ensure that everything is done successfully.

If you have any questions, I will be happy to answer them.

Lenka Baková

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Students and staff (short-term collaborators) on time-limited projects are not included in the evaluation process.

1.2.2023 to 14.2.2023

Each evaluated person will be invited to fill in the documents in the IS/EVAK. He/she will complete his/her entry between and close it.

15.2.2023 to 15.3.2023

The supervisor (evaluator) will review the completed evaluation and complete the evaluation interviews.

15.2.2023 to 15.3.2023

internal RCX settings

15.2.-22.2.- RCX director evaluates direct reports

23.2.-1.3. research program leaders, RI leaders, directors, evaluate group/department heads

2.3-15.3 group/department heads evaluate their subordinates.

16.3. to 15.4.2023

-the evaluated person agrees/disagrees with the evaluation.

By April 30, 2023

-resolution of disagreements, if necessary (Vice Dean for Quality).

By 31.5.2023

-processing of evaluation outputs

Training - technical part of the evaluation
Training for managers "How to evaluate"
Training on how to complete the EVAK - for all staff

The sequential steps are followed in this way because of the "handover" of key requirements from management downwards. The dates of each step can be manipulated within the given time period.

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Links

presentation from the EVAK seminar, English version will be delivered after the seminar

<https://ucnmuni.sharepoint.com/sites/mu-SCI-inetrqx/personalistika-hr/SitePages/HR-Award---HRS4R.aspx>

Faculty of Science info

<https://portal.muni.cz/sci/o-nas/obecne/hr-award>

Guidelines

<https://is.muni.cz/do/sci/normy/SM/SM19-05/?lang=cs>