

Performance Management Enhancements

What's Changing in AspireAlaska · Effective July 1, 2026

A Better Performance Management Experience

The State is enhancing how performance evaluations work in AspireAlaska.

Performance management is more than completing a form once a year. It's about clear expectations, real conversations, and employees and supervisors having the support they need at every step. These enhancements are aimed at making that process simpler, more consistent, and easier to navigate for employees and supervisors alike.

What's Changing: Probationary Evaluations

Both Mid-Probation and End-of-Probation evaluations are getting updated timelines. We were able to set these new timelines by running reports on how long each step was actually taking, something we can only do now that the process is digital in AspireAlaska. The new timelines are more efficient while still preserving enough time for everyone involved.

Both evaluations are now automatically launched in AspireAlaska for all non-seasonal employees within GGU, SU, CEA, and LTC, with notice sent to both the employee and supervisor.

Since automating this process, we've seen a real improvement in how consistently employees and supervisors participate at each step, which has led to evaluations being completed on time far more often. That matters because timely completion is what allows merit and pay increases to move forward without delay.

Mid-Probation Workflow

Employee Statement 10 days	Supervisor Step 12 days	Employee Sign Off 12 days	Task Expiration 45 days
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The Indirect Supervisor step has been removed from the Mid-Probation evaluation. Mid-Probation is meant to be a focused touchpoint, and the change keeps the focus on the conversation between an employee and their direct supervisor.

End-of-Probation Workflow

Employee Statement 10 days	Supervisor Step 12 days	Employee Sign Off 12 days	Indirect Supervisor Sign Off 7 days	Task Expiration 45 days
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End-of-Probation keeps the Indirect Supervisor Sign Off step (highlighted above). That's the only structural difference between the two workflows.

What's Changing: Annual Evaluations

- Annual evaluations are receiving the same kind of timeline updates as probationary evaluations, based on the same reporting approach. The same logic applies to both.
- In the annual evaluation, employees sign off and update their performance plan, which then goes to their supervisor for review. We identified that a small number of supervisors did not realize they still needed to take action at this step, since they had already signed off on the evaluation itself, and this left some evaluations incomplete.
- We have automated the supervisor's review of the employee's performance plan, so that if a supervisor does not submit at this step, the evaluation still moves forward to the indirect supervisor to sign off and finalize. The indirect supervisor step has always been automated: if the indirect supervisor does not sign, the evaluation is finalized within 7 days.
- This approach recognizes the work employees and supervisors have already completed on the majority of the evaluation, while ensuring merit and pay increases are able to move forward without delay.

Need a little more time? As everyone adjusts to these new timeframes, some employees or supervisors may find they need an additional day or two at a given step. If that happens, reach out to the AspireAlaska Helpdesk to talk through the options available. No one should feel like they're stuck!

New Support for Employees and Supervisors

- Performance Office Hours: one-on-one time with an HR representative to ask questions about the process, the system, or what's expected. Starting July 2026.
- Self-paced interactive training, as well as virtual instructor-led training on probationary and annual evaluations, provided by the Learning & Development Program and available statewide this summer.
- Walkthrough videos and quick-reference job aids, available directly in AspireAlaska.

Looking Ahead (2027)

- Streamlining the performance planning process by introducing Performance Check-Ins, which give supervisors the ability to have more intentional, regular conversations with employees and to revisit and adjust goals and expectations at natural points throughout the year, rather than only once a year during the annual evaluation.
- An updated Rater's Guide and rating scale, including a listen-only audio version and a self-paced interactive option.
- A supervisor and employee focus group to share feedback and help shape these improvements as they are developed.

Our goal is to build a performance management ecosystem that equips employees and supervisors with the tools, training, technology, and resources needed to support meaningful performance conversations, simplify the evaluation process, and promote the timely completion of evaluations.

Additional information and statewide communication will be shared throughout July 2026