



Align Performance Program

On October 29, Central HR announced the launch of [Align](#), new performance program for non-represented staff, beginning November 5. You may have received automated reminders to complete the program's first step: **creating and securing manager approval for your key deliverables by November 30.**

Align includes two main components for semi-annual check-ins and ratings in March and August:

1. **Key Deliverables – WHAT we do.** Key accomplishments expected for your role that will help support achievement of our strategic priorities
2. **Key Behaviors – HOW we do it.** Divisionwide [DFA Key Behaviors](#) identified that best support our direction and define how we act while accomplishing key deliverables

Please work with your manager to identify and agree upon up to five key deliverables—role-specific projects or responsibilities that directly support [DFA's strategic priorities](#), [divisional goals](#), and/or [unit goals](#). Focus on your role's main duties, not career or engagement goals, and prioritize deliverables you can realistically complete by March. For long-term goals, set specific actions or outcomes achievable within this check-in timeframe.

To help you get started, visit the [website](#) for a full list of resources, including additional UCLC training sessions. Here are a few recommended tools:

- **Brief (9-11 min) Videos on how to navigate the system** and submit/approve key deliverables (*highly recommended*)
 - [Align System Overview for All](#)
 - [Align System Overview for Managers](#)
- **Guide for Setting Key Deliverables:** [Leaders](#) | [Staff](#)

Your [DFA HR team](#) is also available to assist, or you may reach out directly to the Employee Experience Center (eec@uci.edu; [949-824-0500](tel:949-824-0500)) for assistance or technical support.

Sincerely,

Venee Raduziner

Director, Sr. HR Business Partner

DFA Human Resources | dfa-hr@uci.edu | vraduzin@uci.edu