

Gina Williams

From: Jacklyn Meloni
Sent: Tuesday, January 28, 2014 8:35 AM
To: RIT Managers
Cc: Jacklyn Meloni
Subject: Staff Performance Appraisal Timeline and Performance Management/Employee Development Information
Attachments: Performance Management_EE_Final.docx

To: Managers and Supervisors of Staff Employees
From: Jacki Meloni, Associate Director Compensation
Date: January 28, 2014
Subject: Staff Performance Appraisal Timeline and Performance Management/Employee Development Information

Many of you are currently in the process of completing annual performance appraisals for your employees and setting performance goals for 2014, so please take note of the following:

- **Performance Management and Employee Development** are important managerial responsibilities, and effectively managing these processes is instrumental to the success of RIT.
- **A Performance Appraisal Timeline** with deadlines is included below. Note that along with the performance assessment, a performance rating for each of your employees is required for the upcoming merit (salary) planning process which will take place in the March/April timeframe. *Similar to last year, you will need to provide performance ratings at merit planning time.*
- **Training** is available on performance management and employee development plans. Training dates can be found on the [Center for Professional Development website](#). Look for these classes:
 - [The Performance Management Cycle, Session #1: Planning Work and Monitoring Performance](#)
 - [The Performance Management Cycle, Session #2: Assessing Performance](#)
 - [Employee Development Plans: Creating and Coaching for Success](#)

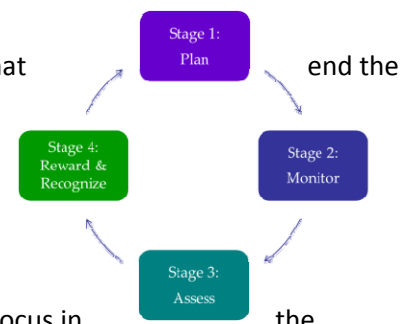
Please review the information below and refer to the [HR website](#) for additional information, guidelines, and templates. Attached for your information is a note that will be going out to all staff employees regarding these processes.

Performance Management Cycle

The key to effective performance management is ongoing feedback and coaching; to that the Performance Management Cycle provides the opportunity for regular dialog between manager and employee to ensure success in achieving university goals.

Staff Development

Employee development is a fundamental component in attracting and retaining employees. An Employee Development Plan is designed to identify areas of growth for employees, either in their current position or in preparation for future roles. Areas of focus in the development plan typically relate to knowledge or skills and are addressed with associated development activities. Development goals may have a one year completion timeline or they may cross over several years, depending on the goal.



Performance Appraisal Timeline

Activity	Timing	Documentation
Collect employee feedback (self-appraisals) and feedback from others, as appropriate	1-2 weeks prior to writing performance appraisal.	Employee Self-Appraisals are available online (click here)
Write Performance Appraisal	Based on performance year/cycle within your organization.	Performance Appraisal templates available online (click here)
Review completed Performance Appraisal with employee(s)	Calendar year appraisals completed by March 31, 2014 . Academic or fiscal year appraisals completed by June 13, 2014 , to allow for review with employees prior to the merit program. (Managers and supervisors will need to project the outcome for the remaining weeks of the fiscal year in the performance appraisal.) *If your college or division uses a different cycle, please contact your HRSM to develop an appropriate timeline.	Performance Appraisal
Send completed Performance Appraisal (and employee response if provided) to Human Resources	After appraisal is signed by employee, supervisor, and next level manager (no later than 30 days after completion).	Performance Appraisal

Questions

Please contact your Human Resources Services Manager (HRSM) if you have questions regarding any of the information in this document. [Click here](#) to find the HRSM from your department or college.

This note will be posted on the HR website after February 3, 2014.

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