

To: All Staff Employees
From: Jacki Meloni, Associate Director Compensation
Date: January 30, 2014
Subject: Performance Appraisal Process Information for Staff Employees

At this time of year, many employees are in the process of completing annual performance appraisals and setting goals for 2014. To assist you, please review the information below and refer to the [Human Resources website](#) for additional information, guidelines, and templates related to the **Performance Management** and **Employee Development** processes. Responsibility for these processes is shared by employees and managers, so you are encouraged to initiate a conversation with your manager about your own individual performance goals and development plan.

Performance Management Cycle

The Performance Management Cycle is intended to promote regular dialog between you and your manager to ensure success. The cycle starts with setting goals to create clear, common expectations between manager and employee. Together you should monitor progress toward goals and expectations throughout the cycle; goal plans can be modified as necessary during continuing discussions. The cycle ends with a performance assessment; this is your opportunity to document progress against goals (self-appraisal) and review them with your manager. The manager assesses and summarizes your overall performance against goals (performance appraisal) for the cycle/year.

Employee Development

An Employee Development Plan is designed to identify areas of growth for employees, either in your 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. Like with your goal plan, meet regularly with your manager to discuss progress and modify your plan as necessary.

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.