Performance Management Process

Regular Exempt & Nonexempt Employees

Attention Supervisors:

We are pleased to announce that we will be utilizing a new process through DocuSign to allow for the remote signature and submission of PMPs to the Department of Human Resources.

As a reminder, the annual PMP process runs from April 1st through March 31st of each year. Each spring, supervisors are required to complete the PMP form, offering an evaluation of the most recent review year. Due to the University's current work-from-home status, as well as the introduction of the new DocuSign submission process, the deadline for submitting Performance Evaluations (PMPs) has been extended to **Friday, June 5, 2020.**

Outside of the new submission option, the PMP process remains the same. Supervisors should prepare the appropriate PMP form for review by their direct supervisor before presenting the finalized PMP to the employee. It is important for supervisors to schedule a virtual meeting, whenever possible, to present and discuss the PMP. FAQs have been developed to address common questions around the PMP process. New this year, we have also developed a resource of supervisor supports. These resources are intended to provide supervisors with additional tools to navigate difficult conversations, provide clear feedback, develop SMART goals, and more.

Once the PMP form has been reviewed by the appropriate approver, and presented to the employee, you are ready to submit your completed PMP through DocuSign using the following link: PMP DocuSign For ease of submission, you will need the employee's ID (this can be found in the Directory), as well as the employee's PeopleSoft department number. Please save the PMP form attachment using the following format: Employee's Last Name_First Name. For example, Abrams_James.

Additional tools and resources, including the PMP forms, can be accessed here. **Questions around the PMP process should be directed to James Abrams, Employee/Labor Relations Manager.** James will also host two open Q&A sessions for interested supervisors. Sessions will be held via WebEx at 11:00 am on Friday, May 1st and Monday, May 11th; space will be limited, please contact James with interest.