**DATE**: October 12, 2022

**TO:** UMBC Regular/Grant-Funded Exempt and Non-Exempt Staff

**FROM:**      Michale S. Tallon, Director, Employee/Labor Relations

**RE:**          Mid-Year Feedback Meeting Reminder for PMP

The PMP mid-year feedback meeting (for the rating period of April 1, 2022 through March 31, 2023) should be completed by the end of November 2022. In preparation for, and during the feedback meeting, supervisors should review expectations, assess and update goals and identify training and development needs. Employees should also come to the meeting prepared to discuss performance progress. Remember that it’s a process, not an event. For additional information, please visit: <https://hr.umbc.edu/pmp/>.

If you have any questions, please contact Michale S. Tallon at 410-455-1638 (tallon@umbc.edu), or Elmer Falconer at 410-455-3645 (falconer@umbc.edu).