

IMPORTANT REMINDER

Performance Management Process

Regular/Grant funded Exempt & Nonexempt Employees

To Supervisors:

Just as a reminder, the 2022-2023 PMP evaluation period runs from April 1, 2022, through March 31, 2023. Department heads and supervisors are required to complete and submit a PMP evaluation form for each of their regular/grant funded Exempt and Non-Exempt direct reports for the 12-month period stated above. The deadline for submitting these evaluations is Friday May 5, 2023.

Many of you have been successfully utilizing our new process through DocuSign ([PMP DocuSign](#)) which has allowed us to capture the necessary signatures and approvals for the PMPs. For those who have not had an opportunity to submit a PMP via DocuSign, it is important to remember that a discussion with the next level reviewer and the PMP review meeting with the employee should take place prior to initiating the online DocuSign process for signatures.

Once the PMP form has been reviewed by the appropriate reviewer, and presented to the employee, you are ready to submit your completed PMP form through DocuSign using the link above (PMP DocuSign). To submit this, you will need the employee's campus ID (which is usually 2 letters and 5 numbers- this can be found in the [Directory](#)), as well as the employee's PeopleSoft department number. Please be careful to save the PMP form attachment using the following format: Employee's Last Name_First Name (e.g., Smith_James). For USM reporting purposes, **supervisors must use the employee's legal name with each step**. The use of nicknames and preferred names is prohibited in this process because the Human Resources system uses legal names. If a supervisor uses a nickname or preferred name for the employee, they will be contacted and reporting delays for your unit will occur.

Additional tools and resources, including the PMP forms, can be accessed [here](#). Questions around the PMP process should be directed to Michale Tallon (mtallon@umbc.edu).