

September 1 Staff Performance Management Cycle

**Planning stage due
October 15**

Quarter 1 Develop Planning Stage

- Determine staff roles in accomplishing university, college/department, or unit strategic plans.
- Download the [2018-19 Staff Performance Planning and Evaluation Form](#). (Save to desktop before using.)
- Prepare the planning stage for each employee. For assistance, click [here](#).
- Use a [checklist](#) to aid with the planning process.
- Meet with each employee to discuss and review the position description and planning stage.
- Provide a copy of the planning stage to the employee.

Quarter 2 Focus on Development

- Consider how you can develop your employees and support the accomplishment of their goals for the year.
- Provide feedback and direction regarding accomplishment of goals, and realign as needed.
- Affirm positive progress and contribute support and guidance as needed.
- Make notes of accomplishments toward goals thus far to aid in preparing the evaluation stage.

**Review period start
September 1**

- Schedule an appointment for each employee's performance evaluation.
- Request a self-evaluation from the employee.
- Consider soliciting performance feedback from colleagues or customers.
- Meet with the employee to review the performance evaluation.
- Submit completed performance evaluation to Human Resources *no later than* the last day of the review period.
 - Review [checklists](#), [tips](#), and a [quick reference](#) on preparing the evaluation.

**My evaluations are due
August 31**

Quarter 4 Evaluation Stage

- Provide a mid-year check in with your employee. This is a time for intentional feedback regarding accomplishment of goals.
- Realign goals, as needed, to reflect emerging issues in your area.
- Make notes of accomplishments toward goals thus far to aid in preparing the evaluation stage.
- If performance adjustments are needed, consider reviewing [Tips for Difficult Conversations](#).

**Recommended
mid-year check-in
April 15**

Quarter 3 Provide Feedback

Click [here](#) to view available trainings on management and performance management or to request training.

Click [here](#) for checklists, tips, quick references, and forms to assist with your performance management processes.