

Staff Performance Management Planning and Evaluation Acknowledgment Form

The Performance Planning and Evaluation Form does not accept electronic signatures. As a result of modified operations due to COVID-19, we recognize you may be unable to hand sign the form if the University's operations are still significantly modified when you complete the planning and/or evaluation stage. If you are unable or not permitted to hand sign the form due to modified operations, you may utilize this acknowledgment form for eSignatures. Please attach this form with the completed planning and evaluation document and send via email to your HR Service Representative.

Employee Information Section

Employee's Legal Name: _____ Employee ID: _____

Position Title: _____ Department Name: _____

Performance Review Period (check one):

Annual Review: Mar. 1 – Feb. 28/29 Jul. 1 – Jun. 30 Sept. 1 – Aug. 31

OR

Off-cycle Review: Probationary (first-year) Trial (six-month)

Planning Stage Acknowledgment Signatures

The planning stage should be completed and signed during the first 4-6 weeks of the performance period.

The position description form **was** **was not** reviewed by the employee and Rating Officer (supervisor).

Rating Officer (supervisor): _____ Date: _____

Reviewer (supervisor's supervisor) _____ Date: _____
[Optional]

Employee: _____ Date: _____

Evaluation Stage Acknowledgment Signatures

The performance evaluation can be completed, signed, and submitted up to 90 days prior to the performance review date.

Rating Officer (supervisor): _____ Date: _____

Reviewer (supervisor's supervisor) _____ Date: _____

Employee*: _____ Date: _____

**This signature confirms my acknowledgment of the completed official performance planning and evaluation form.*