MEMORANDUM

TO: Deans, Directors and Department Chairpersons

FROM: Ronald W. Frisch

DATE: April 18, 2016

SUBJECT: Annual Staff Performance Appraisal Program

As we approach the end of the fiscal year, this is a reminder that we are entering the Annual Staff Performance Appraisal period.

The procedures that support the Annual Staff Performance Appraisal Program are outlined below. Please share this information with those individuals in your area of responsibility that coordinate and conduct appraisals.

The **Staff Self-Appraisal Form**, the **Staff Performance Appraisal Form**, the optional **Annual Goals Form**, and detailed guidelines for the performance appraisal process are all available on the Office of Human Resources’ Web site at [www.hr.pitt.edu/managers](http://www.hr.pitt.edu/managers).

**Guidelines for the Annual Staff Appraisal Program**

The University’s appraisal cycle runs concurrently with the fiscal year of July 1 through June 30.

1) Supervisors should ask staff employees to complete a self-appraisal using the **Staff Self-Appraisal Form** during the month of June and to be completed by June 30, 2016.

2) All supervisors are responsible for completing a written performance appraisal for each staff employee using the **Staff Performance Appraisal Form** and conducting a one-on-one performance appraisal meeting with each employee no later than June 30, 2016. The one-on-one meetings should include a review of the supervisor’s appraisal of the staff employee’s performance and the staff employee’s Self-Appraisal Form.

3) To plan performance expectations for Fiscal Year 2017, supervisors should conduct individual follow-up meetings with each staff employee within the first two weeks of the appraisal year (July 1, 2016-June 30, 2017.)

- For staff members in a provisional period, the following clarifies how the mid-point provisional can serve as the Annual Staff Performance Appraisal.
  - If a staff member’s mid-point occurred **before** January 15, 2016, a final Step Three Provisional form should be completed at the end of the designated provisional period, followed by the Annual Staff Performance Appraisal, prior to June 30, 2016.
• If a staff member’s mid-point occurs within the window of January 15 through June 30, 2016, the mid-point provisional review serves as the annual performance appraisal.

• If a staff member’s mid-point occurs after June 30, 2016, the mid-point provisional review should be held as scheduled. The annual performance appraisal will occur in 2017.

• As a reminder, if the mid-point appraisal demonstrates that a staff member in a provisional period is not meeting performance standards for the position and thus may not successfully complete the provisional period, please contact Employee Relations at 412.624.4645 for further guidance.

  Note: For further detail on the provisional period Staff Performance Appraisal process, please see University of Pittsburgh Procedure #07-05-01

Assistance with Annual Performance Appraisal Program

The Office of Human Resources, through Organization Development, is available to assist you and your staff during the performance appraisal period. We can work with department supervisors on how to write clear and measurable goals, collect meaningful feedback, provide coaching throughout the year, and plan for and conduct a meaningful performance appraisal. If you encounter challenges using the performance appraisal process, we can work with your organization so that the system works better for you and your staff. For our assistance, please call Organization Development at 412.624.8044 to follow up on any of these services or with any questions concerning this program.