MEMORANDUM

TO: Deans, Directors and Department Chairpersons
    Human Resources Liaisons

FROM: Ronald W. Frisch

DATE: 4/19/2013

SUBJECT: Annual Staff Performance Appraisal Program – Updated 2013
         University of Pittsburgh Policy 07-05-01 and Procedure

This memorandum is to remind you that once again we are entering the Annual Staff
Performance Appraisal period.

There are only two approved staff performance appraisal methods at the University – the
University of Pittsburgh Staff Performance Appraisal Form or the Performance Impact Workplace
program – a software program utilized by several departments around the University.

Updated This Year:

The University of Pittsburgh Policy 07-05-01 (Performance Appraisal Program) and Procedure
07-05-01 (Performance Appraisal Program) have been updated to reflect current fiscal-year timeframes
and current processes. The updated Performance Appraisal Program policy and procedure can be found
at: www.cfo.pitt.edu/policies

Updated in 2012:

The University of Pittsburgh Staff Performance Appraisal Form was revised in April 2012 and is
available on the Office of Human Resources website at: www.hr.pitt.edu/managers

The Office of Human Resources, through Organization Development, is available to assist you
and your staff during the appraisal period. We can work with department supervisors on how to write
clear and measurable goals, collect meaningful feedback, provide coaching throughout the year, plan for
and conduct a meaningful performance evaluation. If you find that the two University approved staff
performance appraisal methods do not quite meet the needs of your organization, please let us know. We
can work with your organization so that the system works better for you and your staff. Please call your
HR recruiter or Organization Development consultant to follow up on any of these services.

The procedures that support this year’s Appraisal Program follow. Please share this information
with those individuals in your area of responsibility that coordinate and conduct appraisals.
FACTS ABOUT THE ANNUAL STAFF APPRAISAL PROGRAM

- The written performance appraisal and final performance discussions with each of your staff are to be completed no later than **June 30, 2013**.

- Individual discussions to plan performance expectations for Fiscal Year 2014 should be completed within the first two weeks of July.

- Ask your staff to complete a Staff Self-Appraisal form in preparation for the performance appraisal discussion. Self-appraisals are available as part of the Staff Appraisal Form process – or within the Performance Impact Workplace (PIW) module. Forms can be downloaded from the HR website at: www.hr.pitt.edu/managers/0040

- After completing the appropriate appraisal/evaluation form, meet with each staff member to discuss their self-appraisals and your evaluation, finalize the appraisal, secure appropriate signatures, and give a copy to the staff member. **File the signed original in the department’s personnel file.**

- For staff members in a provisional period, the following clarifies how the mid-point provisional can serve as the annual performance appraisal/evaluation.
  
  - If a staff member’s mid-point occurred **before** March 31, 2013, a final Step Three Provisional form should be completed, followed by the Annual Staff Performance Appraisal, prior to June 30, 2013.
  
  - If a staff member’s mid-point occurs **within** the window March 31 through June 30, 2013, it serves as the annual performance appraisal/evaluation.
  
  - If a staff member’s mid-point occurs **after** June 30, 2013, it should be held as scheduled. The annual performance appraisal/evaluation will occur in 2014.
  
  - As a reminder, if the mid-point appraisal/evaluation demonstrates that a staff member on 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.

Please direct any questions concerning the Staff Appraisal Program to your Human Resources recruiter or Organization Development consultant.

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