



University of Pittsburgh

Office of Human Resources
Office of the Vice Chancellor

Craig Hall
200 South Craig Street
Pittsburgh, PA 15260
412-624-8030
Fax: 412-624-4781

TO: Extended Leadership Team, Deans, Directors, Department Chairpersons and Supervisors

FROM: Cheryl Johnson, Vice Chancellor of Human Resources

DATE: April 21, 2017

SUBJECT: Annual Staff Performance Appraisal Program

As we approach the end of the fiscal year, we enter the Annual Staff Performance Appraisal period. The deadline for the Annual Staff Performance Appraisal Program is June 30, 2017.

As the University migrates towards performance management systems, we are providing procedures that support a Performance Management Program. Please share this information with those individuals in your area of responsibility that coordinate and conduct appraisals. This year we are also including two toolkits to aid managers and staff in preparing for and holding performance review discussions.

The **Staff Self-Appraisal Form**, the **Staff Performance Appraisal Form**, the optional **Annual Goals Form**, and detailed **guidelines** for the performance management process are all available on the Office of Human Resources' Web site at www.hr.pitt.edu/managers.

Guidelines for the Performance Management Program

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

- 1) Supervisors should ask staff members to complete a self-appraisal using the **Staff Self-Appraisal Form** during the month of June and to be completed by June 30, 2017.
- 2) All supervisors are responsible for completing a written performance appraisal for each staff member using the **Staff Performance Appraisal Form** and conducting a one-to-one performance appraisal meeting with each staff member no later than June 30, 2017. The one-to-one meeting should include a review of the supervisor's appraisal of the staff member's performance and the staff member's Self-Appraisal Form.
- 3) To plan performance expectations for Fiscal Year 2018, supervisors should conduct individual follow-up meetings with each staff member within the first two weeks of the appraisal year (July 1, 2017-June 30, 2018.)

For staff members in a provisional period, the following clarifies how the mid-point provisional can serve as the Performance Management.

- If a staff member's mid-point occurred **before** January 15, 2017, a final Step Three Provisional form should be completed at the end of the designated provisional period, followed by the Performance Management, prior to June 30, 2017.
- If a staff member's mid-point occurs **within** the window of January 15 through June 30, 2017, the mid-point provisional review serves as the performance management.
- If a staff member's mid-point occurs **after** June 30, 2017, the mid-point provisional review should be held as scheduled. The performance management will occur in 2018.
- 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 Performance Management process, please see University of Pittsburgh Procedure #07-05-01

Assistance with Performance Management

The Office of Human Resources, through Organization Development, or Employee Relations are available to assist you and your staff during the performance management 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.

In addition, the [Manager's Toolkit](#) and [Staff Member's Guide on Preparing for a Performance Review](#) are helpful in constructing an optimal performance evaluation dialogue.

Organization Development will offer Lunch and Learn Workshops on How to Prepare for Performance Reviews. Staff may register online: <http://www.hr.pitt.edu/PerformanceWorkshops/>

- Monday, May 15, 2017 12:00 – 1:00 p.m.
- Monday, May 22, 2017 12:00 - 1:00 p.m.
- Wednesday, May 31, 2017 12:00 - 1:00 p.m.