
MEMO

DATE: 02/22/2010
TO: Supervisors and Employees
FROM: Kathy Snyder, Director of Human Resources
RE: Performance Management Process (PMP)

As many of you are aware, it will soon be time to conduct PMP sessions for the period April 1, 2009 through March 31, 2010. As you begin to prepare for PMP sessions please keep the following in mind in regard to the forms:

- FSU uses category-specific forms: Executive, Exempt, Nonexempt Clerical/Administrative, Nonexempt Physical Plant, and Nonexempt Police Officer. Our goal with the category-specific forms is to ensure that the evaluation process is job-relevant and meaningful.
- All employees should have objectives for the review period. This is not optional; objectives should have been set at the beginning of the review period (April 1, 2009). Clear objectives motivate employees and are measurable, resulting in a more *objective*, rather than *subjective*, evaluation.
- **A written narrative supporting all ratings other than "Meets Standards" is required.**
- The Manager Feedback Form is part of the Performance Management Process and impacts supervisory and managerial performance evaluations. Employees are asked to complete this document and forward it to Tina Rafferty in OHR no later than **March 31, 2010**. Like the PMP, outstanding or unsatisfactory ratings should be accompanied by a written narrative supporting that rating.

The Office of Human Resources is open to constructive suggestions and/or comments regarding the PMP forms or process. We appreciate any and all feedback that will allow the PMP process to become a more positive and effective tool for management and employees. ***NOTE: Even though merit and COLA have once again been suspended (for FY 2011), the PMP remains a vital component of the management process. It is first and foremost a communication tool; an opportunity for supervisor and employee to review the past year and plan for the next one, to address areas that need improvement and to celebrate successes. Bottom line, please do not contact OHR and ask "Why must I***

complete PMP's when no money is involved?" It isn't about the money – it never has been.

As supervisors and employees prepare to schedule PMP sessions, supervisors need to remember to provide each employee with advance notice of the time, place, and purpose of the meeting and instructions regarding any preparation he/she should make or materials he/she will be expected to bring to the meeting. Employees should be prepared to discuss their performance. The objectives of the PMP meeting will be to:

1. Discuss and review the results of the employee's performance for the period April 2009 through March 2010.
2. Complete a new PMP form for the period April 2010 through March 2011 (this may be done at a separate session).
3. Discuss and establish employee objectives and review performance factors for the period April 2010 through March 2011.

Remember: Employee training and development in job-related areas may be used as an objective.

4. Relate the employee's expected performance to departmental, divisional and institutional goals and objectives.
5. Review and establish methods for on-going communication, coaching and feedback for the review period April 2010 through March 2011.

Completed, signed 2009-2010 PMP forms should be returned to the Office of Human Resources no later than **April 30, 2010**. **Supervisors and their supervisor (second level review signature) should discuss and sign the PMP prior to final employee discussion and signature.**

PMP Forms for the upcoming review period, April 1, 2010 through March 31, 2011, are available on the OHR web page at www.frostburg.edu/hr/forms.htm. Please be sure to use the correct form based upon the employee's collective bargaining status. If you are unsure which form to use, please contact OHR.

If you have questions or would like assistance with any aspect of the PMP process, please feel free to contact OHR at x4105.