TO: Supervisors and Staff Employees
FROM: Lisa Hersch, Chief Human Resources Officer
RE: Performance Management Process (PMP)

DATE: February 25, 2019

PMP time is once again upon us and it is time to complete your Employee Evaluations for the period April 1, 2018 through March 31, 2019. As you prepare for the PMP session, please pay special attention to the following information:

- **You must provide a written narrative for all ratings other than “Meets Standards.” Failure to do so may result in the PMP being returned for additional documentation.** Each employee is an individual with strengths and weaknesses. Rating employees the same, or considering all direct reports to be perfect, renders the process meaningless. Employees deserve an accurate and honest assessment, including areas needing improvement and opportunities for job growth.

- Employees must have goals for the review period. This is not optional; objectives should have been set at the beginning of the review period (April 1, 2018). Clear goals motivate employees and are measurable, resulting in a more objective, rather than subjective, evaluation.

- Employees whose performance review results in a rating lower than that received the previous year shall receive a written explanation regarding what factors contributed to the lower rating.

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. Instructions regarding any preparation he/she should make or materials he/she will be expected to bring to the meeting should be clear. Employees should be prepared to discuss their performance. The objectives of the PMP meeting are:

1. Discuss and review the employee's performance for the period April 1, 2018 through March 31, 2019.

2. Discuss and establish employee goals and performance factors for the period April 1, 2019 through March 31, 2020. Relate the employee’s expected performance to departmental, divisional and institutional goals and objectives.

3. Review and establish methods for on-going communication, coaching and feedback for the review period April 1, 2019 through March 31, 2020.

4. Review the PIF with the employee to ensure that it properly reflects current job duties and captures any changes or updates that may have resulted during the PMP review.
Note: The PMP meeting and the goal-setting meeting may occur together or separately. However, both the PMP meeting for 2018-2019 and the goal setting meeting for 2018-2019 must be completed and a new PMP document established by April 30, 2019.

PMPs must be completed no later than April 30, 2019. If you have questions or would like assistance with any aspect of the PMP process, including Trakstar training or support, contact OHR at x4106; or by email at hrinfo@frostburg.edu.