

Performance Review Process – Support Staff (state-based)

**Includes office assistants, office associates, administrative associates, accountants, and other Administrative and Professional titles.*

Component	Responsible	Description	Timeline
Complete self-review, document progress on goals, and performance planning	Supervisor and Employee	Request employee complete the Self-Review and Planning Tool and complete some sections of the Performance Review and Plan: Support Staff (progress on goals from previous year and initial thoughts on goals for upcoming year). Complete Self-Review and Planning Tool. Use feedback you may have received throughout the year, discussion with supervisor, and any assessment results to draft performance goals (3-7) and professional development goals (2-4) for the upcoming year.	April
Review performance feedback, documentation, goals for upcoming year; performance discussion	Supervisor	Gather performance feedback (e.g., self-review), personal observations, and performance documentation. Meet with employee for performance discussion. Use performance feedback and performance documentation as a basis for a two-way discussion about performance expectations, past performance, and goals for the future. Agree on a set of performance goals and professional development goals.	May to June
Write draft review	Supervisor	Using the information gathered above, complete the Performance Review and Plan: Support Staff. All applicable sections of the review form should be completed fully. Draft review to be used in the calibration process.	June
Calibration	Supervisor	Meet for calibration (focus on communication among supervisory group to develop a shared understanding of expectations and to improve consistency across reviews) with one of the following groups: state-based units (Admin, PDE, HR, Government Affairs, CFAES Finance); or assistant directors.	June
Complete review to employee signature	Supervisor	Share with employee for review and signature. Completed appropriately, the performance review form will become the official performance review document when signed by employee and supervisor.	June
Submit rating to Human Resources	Supervisor	Submit performance rating to HR.	Upon request

Last updated: 12/2016