

TO: Pacific University Staff
FROM: Human Resources
DATE: June 1, 2016
SUBJECT: Annual Performance Review Process

The intent of the staff performance development summary is to continuously improve the quality and capacity of the staff of Pacific University in support of our mission.

Required forms are available on the Human Resources webpage
<http://www.pacificu.edu/about-us/offices/human-resources/human-resources-forms>

- **Annual Performance Review-EMPLOYEE FORM**
This form will be used as a guide for the employee self-evaluation.
- **Annual Performance Review-SUPERVISOR FORM**
This form is used to evaluate and discuss an employee's annual performance and development.
- **Position Description Format**
This format provides for a uniform, consistent university position description format.
Please forward updated electronic position descriptions to mquint@pacificu.edu.

Managers/Supervisors: Start your area's review process following these steps:

- ☐ **Self-Assessment and goals:** Start the process by asking your staff to provide you with a self-evaluation and assessment of their goals and accomplishments. Please use the **Annual Performance Review-EMPLOYEE FORM**. Then, ask for the Employees to turn the completed Employee Review form into you. You can use the completed Employee Performance Review Form to help you complete the **Annual Performance Review-SUPERVISOR FORM**.
- ☐ **Update job descriptions.** Please review the current position description with your employee, make any revisions using the standard Position Description Format and email it to mquint@pacificu.edu so we can update our files. The standard **Position Description Format** can be found on the HR web page at <http://www.pacificu.edu/hr/forms/index.cfm#PerformanceReviews>.
- ☐ **Gather information:** In addition to the self assessment, assemble any other information you may need to complete your staff members review: file notes of meetings, mid-year reviews, customer compliments, peer comments, supervisory feedback, etc.
- ☐ **Fill out a *Performance Review Form* for each of your staff members.** Use the comments section to record your observations and assign a rating for each competency. Taking into consideration all factors (review form, self-evaluation, peer input, goal performance) determine an over-all rating to the *Performance review Form*.
- ☐ **Schedule a time to go over the *Performance Review Form* and to mutually set the goals that the employee will be evaluated on during the next performance cycle.**
 - When you are finished, have your employee sign the review and give them a copy. Retain a copy for you to refer back to over the year and for the next year's performance cycle.
- ☐ **Submit the original signed review to Human Resources.**
- ☐ **Submit updated electronic job description to mquint@pacificu.edu**

The process must be completed and the originals received in HR by Friday, July 29, 2016.