Performance Management Process (PMP)

An effective Performance Management Process (PMP) is a series of ongoing conversations. The PMP model represents components of the process. The Performance Dialogue is a yearly discussion to look back on the previous year and plan goals for the upcoming year.

Process and timelines for completing the elements of the PMP:

1) Ask employees to complete the Performance Dialogue (PD) as a self-evaluation. This is designed to facilitate understanding and discussion.

2) Review the Staff Position Description (SPD) for each employee and then with the employee.

3) Complete the Performance Dialogue, referring to previous evaluations and input you gather from the employee’s co-workers, peers, and customers as appropriate. Please see the “Supervisor Feedback & Stakeholder Survey” available via Qualtrics from your HR lead. Also, to assist you in your assessment, please see the documents on the web site titled, “Skills for Success Characteristics of Performance Levels” and the “Talent Management Matrix.” Assign an overall performance rating.

4) Schedule a personal meeting in a private setting with each employee to discuss your own and the employee’s self-evaluation. Allow adequate time for an open and honest discussion about what is going well, areas that need improvement, employee goals, and development opportunities and training. Be prepared to listen and invite constructive feedback from your employees.

5) Review the previous year’s goals with the employee. Develop goals for the coming year either on the date of the PD or as a follow-up to the PD, to be reviewed with the employee during the year.

6) Make any needed revisions to the PD document following the conversation.

7) Sign and date the supervisor line and have the employee sign and date the PD allowing the opportunity to add additional feedback in the staff comments section.

8) Discuss the Individual Development Plan (IDP) that was completed by the employee.

9) Please make a copy of the completed PD for the supervisors and employee files and return at least the original signed form that the PD was completed to your Human Resources lead for inclusion in the HR File.

Please prepare for these meetings with your employees. The PD is an important component of the overall Performance Management Process. If you have questions related to the evaluation process, contact Human Resources for assistance.

- Review Staff Position Description (SPD) for accuracy and understanding.
- Review previous year’s goals.
- Complete the Performance Dialogue
- Create goals for the coming year. Review throughout the year.
- Complete the Individual Development Plan (IDP)
- Sign the NCAA Addendum if it is a position responsibility