

PERFORMANCE MANAGEMENT OVERVIEW

The University of Delaware's performance management program exists to:

- ▶ ensure employees understand how their efforts contribute to the success of the University
- ▶ provide a fair and accurate evaluation of performance
- ▶ inform strategies to engage and reward employees

Visit [Talent Development](#) for additional training and resources.

INSTRUCTIONS FOR EMPLOYEES

- Visit the [Performance Appraisal System](#) to begin the process. The recommended browser is Mozilla Firefox.
- Select the **Performance Appraisal 2019-2020** link.
- Look up the Supervisor who will be completing your Performance Appraisal.
- Complete the following sections:
 - Major responsibilities
 - Self-Appraisal
 - ▶ Position description, major accomplishments, development and training opportunities, organizational climate
 - Prior year goals/objectives
 - Goal Setting Worksheet
- Select **Submit Form** to route it to your supervisor.

INSTRUCTIONS FOR SUPERVISORS

- Locate employee appraisal on the **Appraisals Requiring My Attention** tab.
- Review employee's sections for completeness and accuracy.
- Complete the *Supervisor Narrative* and **Performance Ratings** sections.
- Schedule performance appraisal meeting with employee to discuss their performance and finalize their goals for the coming year.
- If changes are required, return the appraisal to the employee for edits.
- Complete your final review, send to employee for their signoff.
- Signoff and submit form for departmental approvals.

QUESTIONS? Email hr-appraisals@udel.edu or call 302-831-2171.



UNIVERSITY OF DELAWARE
HUMAN RESOURCES

Revised: Feb. 2020