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:
  o Major responsibilities
  o Self-Appraisal
    ▶ Position description, major accomplishments, development and training opportunities, organizational climate
  o Prior year goals/objectives
  o 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.