USNH Performance Management Process
Supervisors’ Responsibilities

Performance is based on a Calendar Year
An ongoing process with
✓ frequent feedback
✓ at least a mid-year review
✓ annual review

Annual Performance Review

Preliminary Steps
1. Review job description
2. Send staff notice about (optional) self-evaluation form
3. Evaluate staff job performance
   ➢ Key responsibilities rating (overall rating for job responsibilities)
   ➢ Rating of each core competency (such as problem solving, communications, customer service) that applies to the job
   ➢ Rate 2014 goals
   ➢ Overall rating (includes key responsibilities, core competencies, goals)

Evaluation Meeting with Employee
1. Review job description
2. Discuss ratings for key responsibilities, core competencies, goals, and overall rating
3. Both supervisor and staff member sign the form
4. Schedule meeting to discuss goals for next Calendar Year’s evaluation period

Meeting with Employee for Next Evaluation Period
1. Set goals for upcoming CY (in SMART format)
2. Create development plan
3. Both supervisor and staff member sign the form