

# Staff Performance Review Program

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Puget Sound's staff performance review program is designed to align the work of individual staff members with the goals and objectives of the university. Regular performance feedback plays an important role in staff members' goal achievement, job satisfaction, and continuous development. The purpose of the staff performance review and development system is to continuously improve the quality and capacity of the University of Puget Sound staff in support of the mission and goals of the university. For more about the process visit the policy [here](#).

## Performance Summary Form

To meet the annual review requirement, supervisors will submit the Performance Summary Form for all regular staff members who have completed the initial evaluation period. The staff member should be given the opportunity to participate directly in the review process by completing a self-assessment. The process also calls for the supervisor and the staff member to meet and discuss the staff member's performance during the review period as well as future performance goals for the staff member. The form may be used on its own to meet the annual requirement, as a cover sheet for other preferred review formats, or on its own if staff and their supervisors wish to update goals from a previous review.

Performance reviews may be completed at any time during the year but should be completed annually. The selected review period will be noted on the performance summary form. Human Resources will track that an annual review has been completed on each staff member sometime between March (previous year) and April (current year).

Reviews for new, transferred or promoted staff will continue to be required six months after the appointment date and will then transition to the annual review cycle as determined by the department. If a six month review has been given to a staff member after January 1<sup>st</sup>, then an annual review in April is not needed. In this situation a staff member will receive their annual review on the next scheduled review cycle the following year.

The updated [Performance Summary Form](#) contains the following and recognizes the following minor changes:

- **Evaluation review period.** The [Performance Summary Form](#), this section is used to identify the evaluation period being reviewed. If a review was completed after April 15, 2019 using the 2019 form, the new form will not be used until the next annual review. If a review has not yet been completed for this time period, please utilize the new form.
- **Overall performance designations.** (Met Expectations, Exceeded Expectations, and Improvement Needed). Documentation supporting performance designations can be attached to the form.
- **Summary of progress on critical goals** established at the onset (or during) the current review period.
- **Critical goals for next annual review.** Future performance goals for staff are documented in this section.
- **Competency related to diversity and inclusion.** Human Resources updated job descriptions to include the campus diversity statement and at least one competency related to diversity and inclusion. Staff members and their supervisors will continue to review job descriptions as part of the review process. If the current job description remains accurate no further action is required. If minor changes were needed, supervisors should send it in Word format (not .pdf) to [hr@pugetsound.edu](mailto:hr@pugetsound.edu) with the date of review in the upper left hand corner of the first page. If significant revisions of the job description are needed, please consult with Human Resources prior to

submitting a new job description. Updates to job descriptions will begin with the 2020 performance summary form and may be submitted at the time of review.

- **Online harassment prevention and sexual violence tutorials (Title IX).** Staff members continue to be required to complete the university's online workplace harassment prevention and eliminate campus sexual violence tutorial every two years. If you have questions regarding if you are due to take either training, please contact Human Resources at [hr@pugetsound.edu](mailto:hr@pugetsound.edu), or extension 3369.
- **Online Data Security and Privacy tutorial.** Staff members are required to complete the university's online data security and privacy tutorial. If you have questions regarding if you are due to take either training, please contact Human Resources at [hr@pugetsound.edu](mailto:hr@pugetsound.edu), or extension 3369.
- **Shots Fired on Campus video.** Staff are encouraged to view this training video about responding to violent acts.
- **Conflict of Interest Policy.** Staff are encouraged to read the Conflict of Interest policy located in the HR Staff Policy [section https://www.pugetsound.edu/about/offices-services/human-resources/policies/staff-policies/conflict-of-interest](https://www.pugetsound.edu/about/offices-services/human-resources/policies/staff-policies/conflict-of-interest).
- **Learning and development opportunities.** Staff members are encouraged to participate in learning and development opportunities. Staff members and supervisors will be asked to confirm that university-sponsored learning and development opportunities have been offered to support career conversations and continuous growth.

### Resources

Performance review resources are available on the Human Resources website at <http://www.pugetsound.edu/about/offices-services/human-resources/professional-development/performance-management-tools-resources/>. Supervisors or individual staff members seeking additional guidance on the review process may contact the Human Resources Manager, Erin Ruff, at extension 3640.