

# 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.

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 is not needed. In this situation a staff member will receive their annual review on the next scheduled review cycle the following year.

The Performance Summary Form contains the following:

- **Evaluation review period.** This section is used to identify the evaluation period being reviewed.
- **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.
- **Updated job description.** Staff members and their supervisors will continue to review job descriptions as part of the review process.
- **Online harassment prevention and sexual misconduct tutorial (Title IX).** Staff members continue to be required to complete the university's online workplace harassment and discrimination prevention and sexual misconduct tutorial every year. 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 Cyber 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 Cyber Security training, please contact Technology Services at [servicedesk@pugetsound.edu](mailto:servicedesk@pugetsound.edu).

- **Hazing tutorial.** Training will be required for new employees upon hire, and annually at the beginning of each academic year for continuing employees. 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 <https://www.pugetsound.edu/office-university-counsel/policies/staff-policies/conflict-interest> and submit an updated Conflict of Interest disclosure as needed.
- **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 <https://www.pugetsound.edu/human-resources/loggers-keep-learning-work/performance-management-tools-and-resources>. Supervisors or individual staff members seeking additional guidance on the review process may contact [hr@pugetsound.edu](mailto:hr@pugetsound.edu).