

MEMORANDUM

TO: University Community
FROM: Jean Hood, Vice President
Human Resources
DATE: March 2, 2009
RE: ANNUAL PERFORMANCE REVIEWS

We are all committed to valuing the contributions of our employees and to providing continuing opportunities for success and career growth. Key elements of a performance management system include goal setting and performance planning; ongoing two way communication and coaching as well as an annual performance review and assessment. A performance management system fosters open communication between employees and supervisors, allows for mutual development of future goals; identifies opportunities for training and career development and sets the foundation for individual/team reward and recognition. The annual review meeting provides managers and employees the opportunity to have a substantive conversation about past contributions and to set goals for the coming year.

The Office of Human Resources with input from representatives from across the campus community developed new evaluation tools to be used this year. The new evaluation forms can be accessed on-line at:

<http://www.uta.edu/policy/forms/hr/3-82.pdf>

Training on the new evaluations tools and conducting the performance review conversation will be held in March and early April. You can access the dates, times and locations by clicking on this link:

<https://policy.uta.edu/HRWeb/Application?cmd=classes>

If you are unable to attend our training sessions on the dates provided and you would like us to offer the training session for your department, please let us know.

Annual Performance Reviews for all employees, except faculty, must be completed by **Monday April 13, 2009**.

It will not be necessary to review the performance of employees who have had a probationary review within the past 90 days. After completing the Performance Reviews, all pages of the original form must be forwarded to the Office of Human Resources at Box 19176.

If you have any questions about the performance reviews, please contact us at extension 2-5554.