

MEMORANDUM

TO: Vice Presidents, Deans, Directors, and Department Heads
FROM: Jean Hood, Vice President
Human Resources
DATE: February 15, 2008
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. At this time we do not have a fully developed performance management system in place. 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 Office of Human Resources with input from representatives from across the campus community will develop and propose the new system for consideration and implementation before the next review cycle.

For this year, we will continue our past practice. The annual review meeting provides managers and employees the opportunity to have a substantive two way conversation. If you missed our training sessions on conducting the performance review conversation and 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 **Friday, April 11, 2008**.

Please use the updated Performance Review form by accessing this link

<http://uta.edu/policy/forms/hr/3-12.xls>

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 or want to schedule a training session, please contact The Office of Human Resources at extension 2-5554.