

From: [Office of the Provost HR](#)
Subject: FW: Annual Performance Review Notification
Date: Tuesday, August 17, 2021 8:54:02 AM
Attachments: [Steps of the Performance Review Process P&S.pdf](#)
[Steps of the Performance Review - MERIT.pdf](#)
[Goal Plan Template 2021.docx](#)
[Accomplishments and Goals template 2020.docx](#)
[Merit - Self Evaluation - performance review form template.docx](#)
Importance: High

Please see attachments mentioned below here

From: Office of the Provost HR
Sent: Monday, August 16, 2021 5:45 PM
Subject: Annual Performance Review Notification
Importance: High

Hi All!

As the start of academic year 2021-22 has begun there is much to look back on. And going forward there is much to plan for! Performance reviews are the perfect place for this.

This is a friendly reminder that 2021 annual performance reviews are due for *ALL P&S and Merit staff on or before **October 31, 2021**. With this due date we suggest a *review period* (period for which work is being reviewed) of: *July 2020 to June 2021*. Departments have discretion in setting earlier deadlines or slightly different review periods, such as August-July, as appropriate. *Please reach out to your supervisor to confirm department or supervisor specific details.*

**Staff who are hired after November 1st, 2021 are required to have an evaluation on file for the compliance year (calendar year 2021) and we encourage supervisors to focus on goal setting. These conversations and evaluations may be completed in November or December with a final due date of no later than December 31, 2021. These newly hired staff are not eligible for an annual (January) salary increase.*

PREPARING: As you draft your accomplishments and consider past goals, update and add future goals, and prepare for your performance conversations here are some resources with helpful tips:

- [UI Performance Management](#) main website including instructions, tips and essential elements.
- [Goal Setting](#) is an essential part of a performance review!
- [Performance Descriptors](#) – we encourage you to talk through any questions about these with your supervisor, leadership and/or HR
- LinkedIn Learning Resources (login under Self Service, My Career, Learning & Development) – Suggested videos: *Preparing for Your Review*, *Giving yourself an honest performance review*

ACCESS: To access the required performance review form in Self Service, select the “My Career” tile and then under the “Career & Performance” section, select “Performance

Review". You will see the option to create a new review or edit a draft if one is already started. The process, including screen shots of the system, are attached for your reference.

RECAP, you will:

- Comment on [Universal Competencies](#).
- Describe past accomplishments from 2020-21 (goals document from last year within ePersonnel file or form text box from last evaluation). You may also need to address changes to past goals/projects as the many challenges this past year+ have likely affected these.
- Goals for 2021-22 (see updated template options attached, or use department created template, or form text box).

As always, please reach out to anyone on our [HR team](#) to discuss any concerns or for guidance such as goal setting, documentation or conversation tips.

Have a great rest of your week!

Provost HR Team