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**Performance Management**

**Important Dates:**

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| Date(s) | Action |
| 4/1/2022 – 3/31/2023 | Period of annual review |
| 4/21/2023  | HR sends out instructions to supervisors for conducting reviews |
| 4/24/2023 – 5/5/2023 | HR sends performance reviews via DocuSign |
| 6/1/2023 | Performance reviews and meetings must be complete |
| 10/1/2023 | Optional mid-year document complete. This is a great touchpoint for supervisors and their teams to ensure goals are on track. |

**Documents to Complete:**

ASC Performance Management Website: <https://ascintranet.osu.edu/staff-resources/performance-management>

Employees –

* Self-Appraisal Form (word document) completed and sent to supervisor before they complete the review

Supervisors

* Performance review via DocuSign
* Optional mid-year review in October
* Performance Plan document (goals) for upcoming year (4/1/2023 – 3/31/2024)

**Tips and Tricks:**

* The performance review meeting should be a face-to-face meeting (in person preferred or virtual meeting).
* There should be no surprises in the performance review or meeting – performance conversations and feedback should be given throughout the year.
* Provide specific examples to illustrate extraordinary (or struggling) performance. Focus on actions and results.
	+ Strong performance example – *John’s project management skills during the Buckeye project were extraordinary. Despite multiple hurdles and changed deadlines, John kept the customers informed of all changes, kept a calm demeanor and was able to successfully complete the project on time.*
	+ Struggling performance example – *John struggled during the Buckeye Project. Critical deadlines were missed and multiple customer complaints were received regarding John’s responsiveness to emails.*
* Topics such as recommendations for promotions, demotions, salary, reclassification (Career Roadmap classification) and medical/leave information are not appropriate for a performance review.
* Please engage your HR Consultant and/or Employee and Labor Relations Consultant for any overall below ratings prior to submitting the form. This also includes anyone in the corrective action and/or PIP processes.
* If your department plans to give a term employee an increase, a performance review must be completed.
* Your HR Consultant will be tracking the overall ratings for your departments and can provide a summary report after all have been completed.
* Asking employees for their own personal goal gives them an opportunity to be involved in the process.
* Professional development is a great tool in employee retention for the university.
* BuckeyeLearn has a resource titled **“Conversations of Performance Management.”**
* A resource for leadership development - <https://gatewaytolearning.osu.edu/leadership-development/>
* If you have any questions or need assistance with any part of the performance review process, please reach out to your HR Consultant.