


UNIVERSITY OF LOUISVILLE.

MEMORANDUM

TO: Office of the President, Provost, Vice Provosts, Vice Presidents, Deans, Directors & Chairs

FROM: Jeanell Hughes 

cc: Lead Fiscal Officers & Unit Business Managers

RE: 2016 Performance Appraisal Guidelines for Professional & Administrative and Classified Staff

It is once again time to complete a Performance Appraisal for all staff employees. Consistent with Personnel Policy, PER 2.13, *a written appraisal of each staff employee's work performance shall be made at least annually for all regular, full-time and part-time staff who have completed at least six months of employment.*

The annual Performance Appraisal is a cornerstone of performance management and an important part in helping support, develop and retain our talented employees. To assist in this process, a half-day performance management training was offered for supervisors of staff. Several of you were among the more than 450 participants of 'Performance Takes Flight' training. This training laid the foundation for assisting supervisors in understanding how to set clear & specific expectations, recognize performance review biases and engage in effective ongoing 2-way formal & informal communication. Other training opportunities are under development for future appraisal cycles. Additional performance appraisal resources are available at: <http://louisville.edu/hr/employeerelations/performance-appraisal>

Performance Appraisal Guidelines

Again this year, Performance Appraisal ratings & copies of the review should be submitted to Human Resources. **Lead Fiscal Officers must provide Human Resources with the Performance Appraisal Overall Individual Rating Reports for each division for which they are responsible no later than Friday, April 15, 2016.** Information on completing this report can be found at: <http://louisville.edu/hr/itemsofinterest/universityreportdirections.pdf>.

Copies of performance appraisal documents with required signatures should be submitted either electronically to performance@louisville.edu or hard copy by April 30, 2016. Performance appraisal submissions must include ***all*** evaluations for each Lead Fiscal Officer's area of responsibility. A signed copy of the performance appraisals must be provided to the employee.

Salary Increase Eligibility

Staff employees must receive an overall rating of meets expectations or above *and* the evaluation must be on file with Human Resources for the employees to be eligible for any salary increase.

If you have questions regarding the University's Performance Management System, feel free to contact Mary Elizabeth Miles at maryelizabeth.miles@louisville.edu or 502-852-6688.

Thank you for ensuring staff performance appraisals are thoughtfully conducted and submitted.