

A reminder that completed staff annual performance assessments are to be submitted to the Office of Human Resources by May 31st.

The performance management process is anchored at the beginning and end of each review cycle with a comprehensive written performance assessment which has the following primary purpose:

- To define performance expectations including organizational objectives and strategies
- To provide a formal means of constructive, open and honest communication between the employee and supervisor
- To enhance employee development through ongoing performance feedback and through the identification of professional development activities linked to the priorities of the organization and the University.
- To measure and document job performance as a basis for promotion, compensation (e.g., merit increases), and other personnel management decisions

Revisions have been made to the performance assessment form introduced in 2007, based on feedback received from the November survey in which you were invited to participate. In general the responses were favorable regarding the competency-based approach to performance assessment; affirming the form's support of the UNH Philosophy of Performance Management and that it allows for providing/receiving useful job performance feedback. Both positive and constructive comments were provided. Two reoccurring themes about the form were that it is "too lengthy" and "too repetitive". In response to this concern, the form layout has been redesigned without changing its original intent.

The new and improved University Performance Assessment Form (PAF) is now available on HR web site at: <http://www.unh.edu/hr/pubs-frm.htm#perf>

Also included on this web site are:

- Performance Management Philosophy
- Overview of the process
- Instructions
- 3-Month Performance Assessment Form
- Job Competencies – Introduction.
- Guide to Job Competencies

Over 70% of performance assessments in 2007 were completed using the new form, which includes both PAT and Operating Staff. Given this was a change for PAT staff from the prior narrative format, this rate of return is a positive indication of the support behind this approach.

If you have questions on the performance assessment process, please call Human Resources at 862-0501.

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