

From: UNH HR Info
To: UNH Managers
Subject: Performance Assessment Forms – Revised for 2008

Please share this information with staff in your department/division, so they all are aware of the changes to the Performance Assessment form.

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.

As a reminder, staff annual performance assessments are to be completed and submitted to the Office of Human Resources by May 31, 2008.

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

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