**2017 Performance Evaluation Changes**

**Form:**

New instructions

Included hyperlinks

Broken down by stages (Pre-eval, Eval, and Post Eval)

Goals section added

Calculations removed

**Process:**

Offered General Input Form

Training offered from UMD HR and SCSE

Encouragement given to Department Heads to look at their Department as a whole

Supervisors sent forth evaluations to Dean prior to meeting with employee

Full landscape of scores given to department heads

Google Form sent out for feedback

Quarterly goals check-in reminders sent out

**2018 Performance Evaluation Changes**

**Form:**

Removed “attendance” rating factor

Removed “factor not applicable”

Moved the “general input” option into the numbered process for increased visibility

**Process:**

No pre-evaluation meeting necessary

Supervisor to meet with Unit HR and College Finance prior to meeting with employee

Full Landscape view will not be given to Department Heads

Email template given to supervisors to initiate process with employees (optional use)

Full process outlined, dates included, and given to all faculty and staff by \_\_\_\_\_\_\_\_\_\_