March 21, 2016

TO: University Supervisors – Stockton Campus
FROM: Greg Walters, Assistant Vice President for Human Resources
Subject: Annual Staff Performance Reviews

It is time to cap a great year of ongoing feedback and employee development by completing the annual performance reviews. Please remember that a performance review, if done well:

- Is one key to successful management and an integral part of day to day operations and long-range planning and goal-setting;
- Is one tool to facilitate and maintain open communication between a supervisor and supervisee;
- Facilitates a staff member’s own career development;
- Helps an employee meet his or her professional goals; and
- Is an opportunity for a supervisor and supervisee to discuss accomplishments, the prior year’s goals and to establish a plan to achieve University, department and individual goals and objectives in the coming year.

To do the review process well takes time, planning and effort but it makes a huge positive difference to an employee’s perspective about how important they are to this institution and to the students we serve.

Human Resources offers three identical one-hour sessions to provide some basic guidance, tips and time for you to talk through your challenges and concerns, hear from your colleagues and the Human Resources staff. The goal is to help make this process successful for you and your employees. The sessions are held in the Human Resources Training room:

April 19 from 3-4
May 3 from 10-11
May 11 from 11-noon
May 19 from 2-3

Click [http://pacific.learnerhall.com/](http://pacific.learnerhall.com/) to register. Guidelines for Pacific Employee Performance Reviews, along with the Performance Review Form are available [here](http://pacific.learnerhall.com/) on the Human Resources website. Completed reviews with all the required signatures are due to Human Resources no later than July 1, 2016.

If you have any questions, contact Human Resources at 62124.