

PERFORMANCE EVALUATIONS FOR NEW HIRES

Progress Reports

90 Day Review

6 Months Review

11 Months Review

Employees play an active role in their own performance and development throughout the year. Key responsibilities include:



Demonstrate Professionalism and Engagement

Perform duties with integrity, stay fully engaged during work hours, participate in job-related training, and collaborate to support unit and university goals.



Track Performance and Growth

Maintain a record of achievements, challenges, kudos, and lessons learned to support reflection and development.



Complete the Required Self-Evaluation

Submit a self-evaluation in the performance management evaluation system during the annual review process. Use this opportunity to reflect on accomplishments, identify areas for growth, and—if rating yourself “outstanding”—demonstrate how work made a significant and positive impact to support team or unit’s objectives or advance the mission of the organization in line with strategic priorities, exceeded expectations in support of team or departmental goals.



Engage in Ongoing Communication

Seek regular feedback and clarification from supervisors to stay aligned on with responsibilities, expectations, and goals. Notify supervisor of any tools or assistance required to complete assigned responsibilities.



Review Role and Goals

Revisit job descriptions and performance goals throughout the year to stay on track and ensure alignment with departmental priorities. Resources (campus connection or VPN required) are available to assist with tracking performance throughout the year.



Participate in Performance Conversations

Use discussions with supervisors to set goals, explore professional development opportunities, and prepare for future roles.