

INDIANA UNIVERSITY SOUTH BEND

TO: Indiana University South Bend Performance Review Supervisors and Managers

FROM: Human Resources

Deb Schmitt, Director of Human Resources

Re: Processes you will need to complete the 2017 staff performance review

1. **Hire date:** employees who are in the new hire evaluation/probationary period will not be eligible for a formal annual review. However, supervisors should provide new employees with feedback that coincides with their four month evaluation/probationary period.

Who is eligible for a 2017 review?

- a. All full time employees

The employee classifications for this review process are professional, support, and service staff.

Review Timelines:

1. For 2017, the review period will end on 12/31/2017. Performance reviews need to be completed signed and sent to HR by **Monday, March 12, 2018.**

Review Process: There are a few small changes to the process this year and they are as follows:

1. Timelines: the review period has changed to January 1, 2017 through December 31, 2017 with performance review completion by **March 12, 2018.**
2. Employee Self-Reviews: employee self-reviews or 360 reviews are considered best practices. Some managers have required them and some have not. For this review cycle employee self-reviews are optional but it is encouraged that everyone should have their employees do a self-review.
3. Manager Directed Reviews: Supervisors prepare the final review, not the employee being reviewed. The review manager can include input from the employee for the final review via the self-review process or through a discussion with the employee regarding their views on how well they did in achieving goals.

Guidelines and Information

Following this document, there are additional documents to help you prepare the 2016 reviews. Please read these.

1. Indiana University South Bend Performance Management Review Guidelines: this is a new step by step manual for completing a performance review for 2017. It also includes mini guides on writing SMART goals and self-reviews.
2. Indiana University South Bend Annual Performance Review Form: the form remains the same as it has been for several years.