



Office of the Provost  
Provost Administrative Affairs

## MEMORANDUM

**To: Staff**  
**From: Susan Curran**  
**Date: March 26, 2013**  
**Re: Performance Self-Appraisals**

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This is to inform you that your supervisor will be completing and discussing your annual performance appraisal with you soon. In preparation for this meeting, you will need to complete your self-appraisal. The self-appraisal gives you an opportunity to promote your contributions and achievements this fiscal year and discuss your professional development needs.

Like last year, we will be using the Online Performance Appraisal System. The Online Performance Appraisal System uses the same appraisal forms and format as was used in previous years; however, these documents can now be completed online via a secure website. You should complete your self-appraisal via this system, which is now available at: <https://apps.hr.upenn.edu/Portal/Public/Login.aspx?bhcp=1>.

On line training is available at: <http://www.hr.upenn.edu/StaffRelations/Performance/>

You should consult with your supervisor about the deadline for completing your self-appraisal online. Your 2013 performance appraisal will be shared with you by no later than June 3, 2013.

If you have any questions about the Performance Appraisal process or using the Online Performance Appraisal System, please contact either Susan Curran (6-6822, [scurran@upenn.edu](mailto:scurran@upenn.edu)) or Kathy Swartz (6-2796, [swartzk@upenn.edu](mailto:swartzk@upenn.edu)).

Thank you for your cooperation in this important process.

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