MEMO

TO: Supervisors
FROM: Susan Curran
DATE: March 18, 2015

RE: Performance Appraisals

Open and effective communication is essential when it comes to enhancing performance and goals. The Performance and Staff Development Program (the annual performance appraisal program) provides staff and supervisors with a formal process to open the lines of communication and promote a healthy, productive environment.

Please use the Online Performance Appraisal System to complete both self-appraisals and your appraisals for your staff. It is important for you to use this online system so that your completed appraisals and your self-appraisal are appropriately documented. The Online Performance Appraisal System can be accessed using your PennKey and password at

https://apps.hr.upenn.edu/portal

Under My Staff Performance Appraisals, you will find the list of staff for whom you need to complete an appraisal. You can click “Action” by the selected staff member’s name to start an appraisal, edit an incomplete appraisal, complete an appraisal, change appraisal status (e.g., from incomplete to complete), view or export an appraisal.

Remember, if you completed a standard performance appraisal form in the online system for your staff member last year, you can import the goals from the past appraisal into this current appraisal by clicking on “Load Previous” on the screen to give feedback on this year’s goals. This must be done before you add a goal.

On line training is available at the following site, as well as other assistance in helping to write appraisals: https://www.hr.upenn.edu/myhr/payandperform/appraisal/performance

If you like to use the letter or memo format for writing your performance appraisals and then upload those into the Online Performance Appraisal System, you can find the templates to use on the HR website at the link above.

I will be sending an e-mail to all staff to remind them to complete their self-appraisal in the Online Performance Appraisal System. Please feel free to follow up with your staff, letting them know of any timelines and other information.
As in previous years, you are expected to meet with staff to discuss their performance from the past year, set goals/expectations for the coming year and discuss professional development needs. Performance appraisals and staff meetings are to be completed by no later than June 1, 2015. Remember that performance appraisals must be completed on all eligible regular staff and must support decisions made in the merit increase process.

If you have any questions about the Performance Appraisal process or using the Online Performance Appraisal System, please contact either Kathy Swartz (x6-2796, swartzk@upenn.edu) or me (x6-6822, srcurran@upenn.edu).

Thank you for your cooperation and support in this important process.

Susan Curran