



Performance Reviews

Administrative & Support Staff



Resources are available at www.purdue.edu/training to help facilitate administrative and support staff performance discussions – Performance Review Toolkit.

- These resources are not intended to replace existing processes or systems.
- We invite each area to use and modify each tool to meet their unique needs.

Three Principal Resources



PR Systems Feedback

- Discuss PR experiences at other organizations
- Discuss PR experiences within current organization

PR Updates

- Identify performance objectives and progress
- Identify skill needs and internal and external training availability
- Assess organizational communications

Annual Self-Assessment

- Self-assessment of major task and responsibilities
- Career development goals
- Employee recommendation for area improvements



- Each employee tracks and documents performance.
- Each tool addresses important aspects of individual performance.
- Very little instruction is needed to administer tools.
- HR is available for individual and group orientation/coaching for both the employee(s) and evaluator(s). Contact Shasta White shasta@purdue.edu to coordinate onsite support.