

2022 Staff Performance Review - HR Guidance

University staff members and their supervisors should apply the following guidance when completing annual review responsibilities. Access the [Performance Management @ Purdue](#) website for additional support.

Guidance for the staff member

1. Use the [Staff Member's Quick Reference Guide \(QRG\)](#) for support.
 - Complete the eight step process as outlined in the QRG.
2. Enter a rating for each goal and competency appearing on the annual assessment form.
 - Review Purdue's [rating scale](#). The *meets expectations* rating is a strong score.
 - Ratings below or above *meets expectations* must be supported with evidence-based and measurable comments. Consider using bullet-point formatting when entering comments.
 - For additional guidance, watch the [Purdue Guide for Creating Goals](#) (5min) followed by the [Purdue Guide for Rating Annual Performance](#) (5min) and [Access live webinars for staff](#).

Guidance for the Supervisor

1. Use the [Supervisor's Quick Reference Guide \(QRG\)](#) for support.
 - Complete the nine step process as outlined in the QRG
2. Enter a rating for each goal and competency appearing on the annual review.
 - Review Purdue's [rating scale](#). The *meets expectations* rating is a strong score. Supervisors are encouraged to use the full range of the rating scale and evaluate the staff member's performance against the full scale. Supervisors are encouraged to establish and communicate criteria for outstanding and exceptional performance as this will encourage staff members to higher levels of achievement. Outstanding and exceptional ratings are difficult to attain, yet possible. This level of performance requires significant planning, efforts, and results in impactful record-setting accomplishment.
 - Ratings below or above *meets expectations* must be supported with evidence-based and measurable comments. Consider using bullet-point formatting when entering comments.
 - For additional guidance, watch the [Purdue Guide for Creating Goals](#) (5min) followed by the [Purdue Guide for Rating Annual Performance](#) (5min) and [Access live webinars for Supervisors](#).
3. The supervisor will meet with the employee to discuss results of the annual review.
 - Use the summary section of the annual review to discuss goal and competency ratings.
 - Discuss expectations for future performance.
 - After meeting with the employee, direct the staff member to complete the employee acknowledgment step.