

Dear Colleague,

The annual staff evaluation period is quickly approaching. The table below identifies specific actions required to successfully complete this year's annual review process in the new SuccessFactors system. University-wide due dates and online resources are also presented in the table. **Please consult your unit leadership for unit specific details and timelines.** If additional support is needed, Purdue West Lafayette supervisors and staff should register for a hands-on annual review workshop using the individual links below the table. Purdue regional campuses are encouraged to contact their human resource offices for annual staff evaluation support. Please forward questions to lod@purdue.edu.

Action Steps	Due Date	Responsible Person	Online Resource Support
1. Enter at least one future professional development activity for each staff member	3/31/2019	Supervisor (or staff member in consultation with supervisor)	<ul style="list-style-type: none"> Short quick reference guide: Staff / Supervisor Detailed quick reference guide Access short video
2. Enter 2-5 key performance objectives a staff member has worked towards accomplishing during the current performance period. This standard is only required for staff in executive, managerial, and professional positions. However, staff at all levels are welcome to participate.	3/31/2019	Supervisor (or staff member in consultation with supervisor)	<ul style="list-style-type: none"> Short quick reference guide: Staff / Supervisor Detailed quick reference guide: Staff / Supervisor Access short video: Staff / Supervisor
3. Enter the annual staff self-assessment . All staff will assess themselves against key performance objectives entered into the system and unit competencies	4/15/2019	Staff Member	<ul style="list-style-type: none"> Short quick reference guide: Staff / Supervisor Detailed quick reference guide: Staff / Supervisors Access short videos: Staff / Supervisors
4. Enter the annual supervisor review . Supervisors will assess their direct reports against key performance objectives entered into the system and unit competencies	4/30/2019	Supervisor	
5. Supervisors and staff meet to discuss the annual review results	5/31/2019 recommended date	Supervisor	

Please click on one of the dates below to register for a hands-on annual review workshop.

[Friday, March 1, 2019 2:00-4:00 PM](#)

[Friday, March 22, 2019 2:00-4:00 PM](#)

[Thursday, March 14, 2019 2:00-4:00](#)

[Monday, March 25, 2019 2:00-4:00 PM](#)