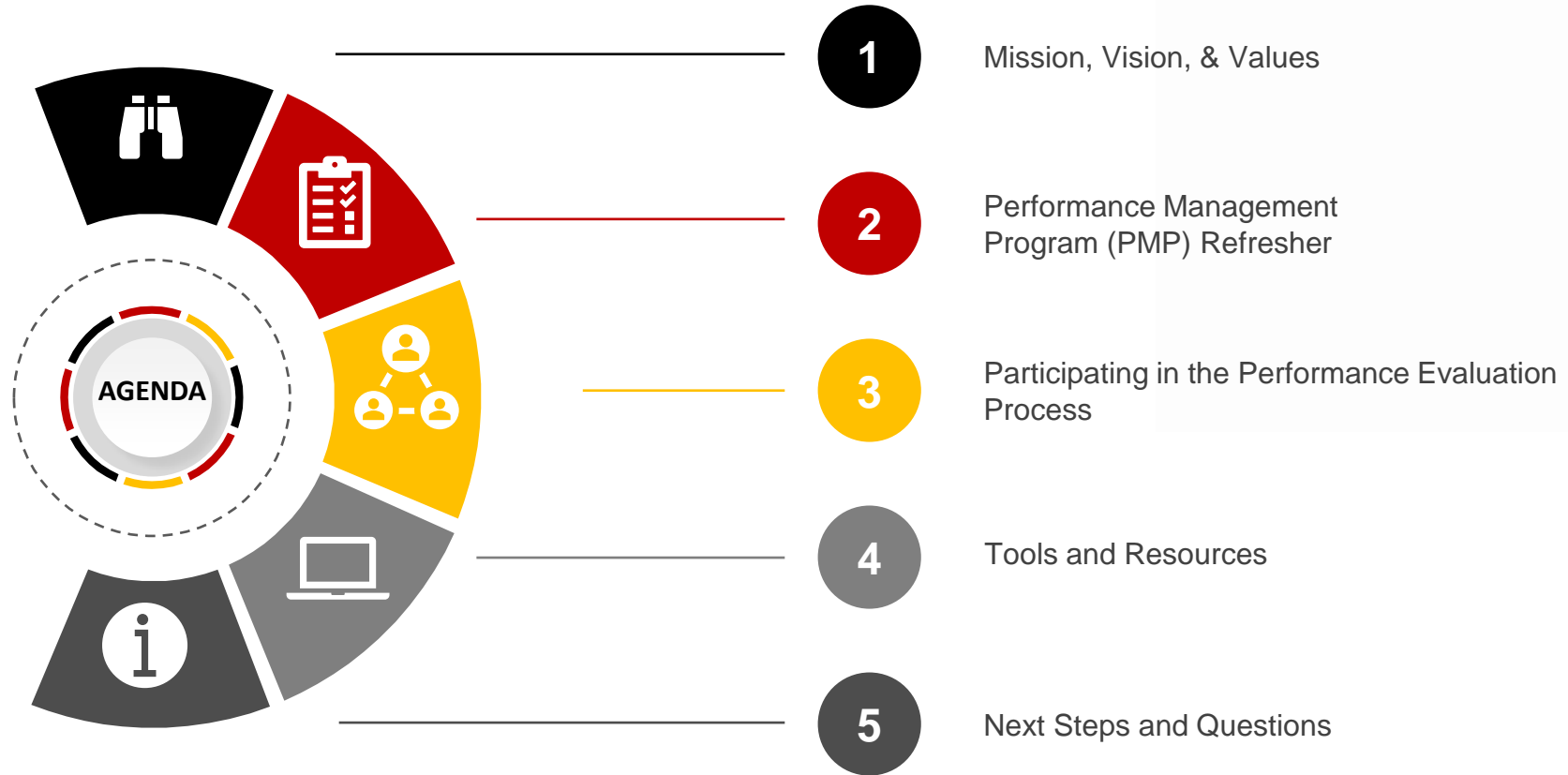


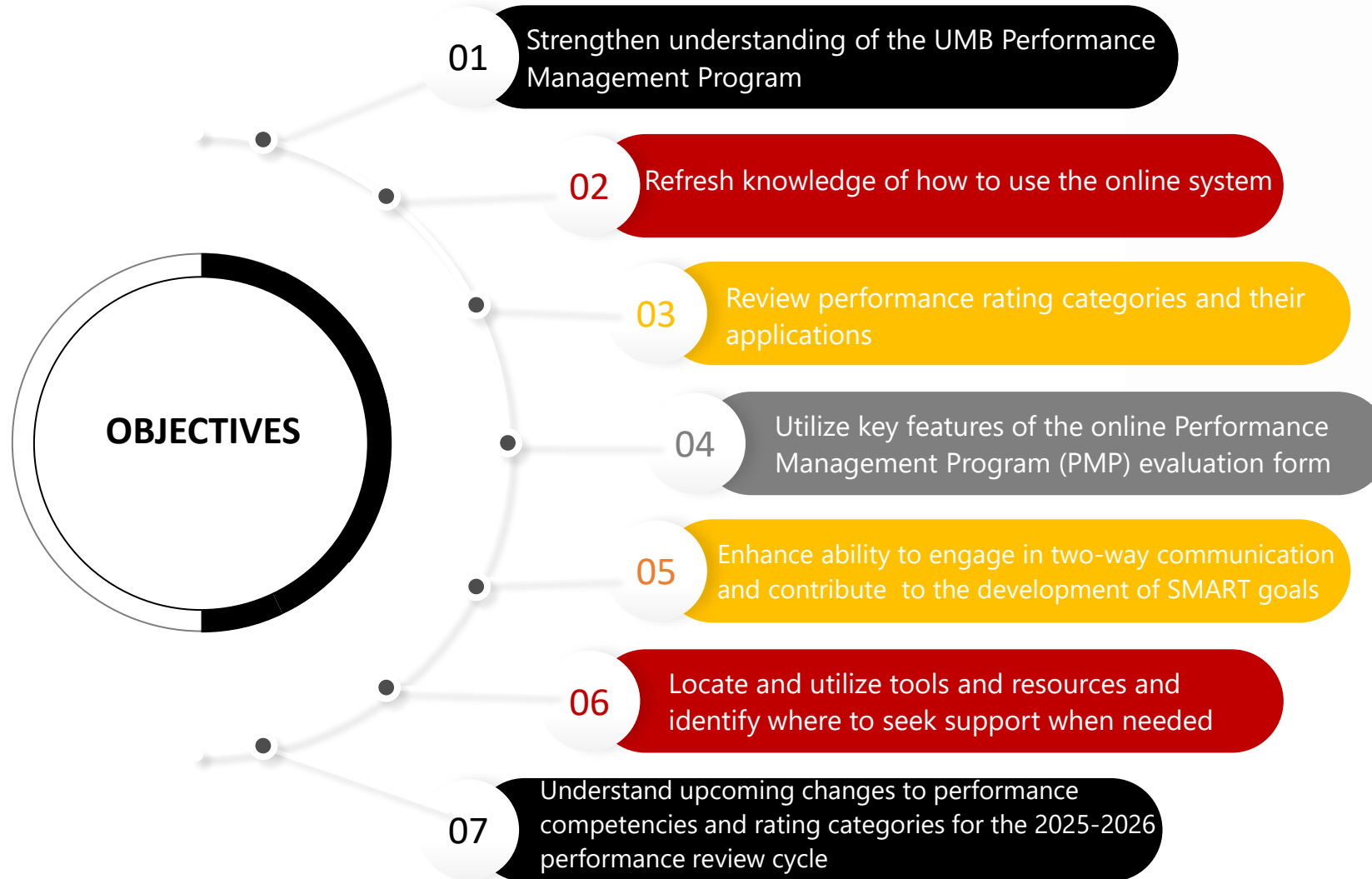
UMB PERFORMANCE MANAGEMENT PROGRAM

STAFF REFRESHER

This document in its entirety is guidance. It is not intended to replace existing policies, procedures, practices, or MOUs.

March 2025 – April 2025

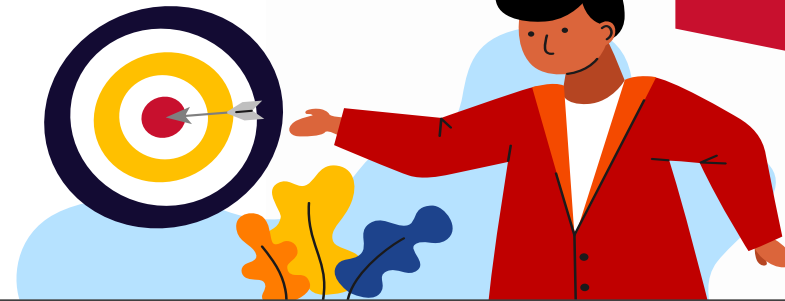






Vision

1. Excel as a pre-eminent institution in its missions to educate professionals.
2. Become a dominant economic leader through innovation, entrepreneurship, philanthropy, & interdisciplinary & interprofessional teamwork.
3. The University will be a beacon to the world as an environment for learning and discovery that is rich in diversity and inclusion.
4. The University will be a vibrant community where students, faculty, staff, visitors, and neighbors are engaged intellectually, culturally, and socially.



Mission

To improve the human condition and serve the public good of Maryland and society at-large through education, research, clinical care, and service.

UMB Core Values

Respect and Integrity | Wellbeing Sustainability
Equity and Justice | Innovation and Discovery

Performance Management Program

Paper to Electronic

Design and implement a multi-phased approach to evaluate and improve the current performance management process and tools used for the University of Maryland, Baltimore (UMB).

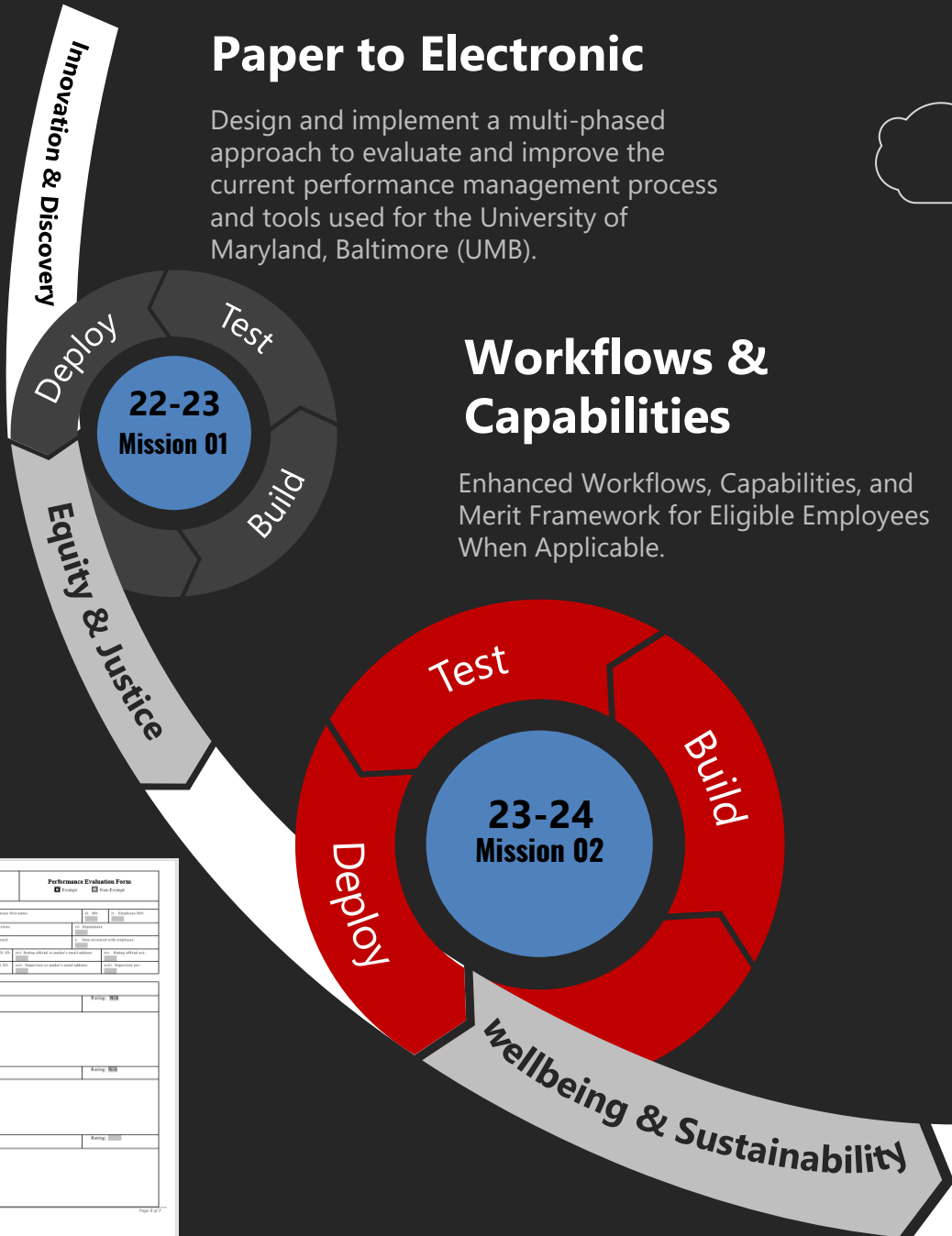


Workflows & Capabilities

Enhanced Workflows, Capabilities, and Merit Framework for Eligible Employees When Applicable.

Performance Management Program

Program Name Change, Enhanced Tools and Resources.



UNIVERSITY of MARYLAND BALTIMORE		Performance Evaluation Form	
A. EMPLOYEE INFORMATION			
Employee Name:	Supervisor Name:	Job Title:	Department:
Employee ID:	Supervisor ID:	Start Date:	End Date:
Employee Address:	Supervisor Address:	Employee Phone:	Supervisor Phone:
Employee Email:	Supervisor Email:	Employee Fax:	Supervisor Fax:
B. OPERATIONAL OBJECTIVES			
1. Objective:	Rating:	Comments:	
2. Objective:	Rating:	Comments:	
3. Objective:	Rating:	Comments:	

What's in a Name?

Why Did We Make the Change?

- **Previous Name:** Performance Development Program (PDP)
New Name: Performance Management Program (PMP)
- **Reasons for the Change:**
 - **Policy Alignment:** To align with University and System policy
 - **Clarifying Intent:**
 - For many, “Development” implied fixing deficiencies or improvement plans
 - “Management” signals a comprehensive framework for managing performance, productivity, and outcomes
 - **Focused Approach:** Emphasizes tools, resources, and support for both staff and supervisors



Performance Management Program Overview

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The Performance Management Program Has Not Changed



Structure

The Performance Management Program provides a structure for employees and supervisors to communicate about performance and plan for professional development.



Expectations

Effective performance evaluation involves communication between the employee and the supervisor concerning expectations, goals, and the standards for measuring performance.



The UMB PMP

The Performance Management Program (PMP) is UMB's formal process for employee evaluation and development. **Participating in the PMP process is a critical responsibility for every supervisor, and it is expected that an evaluation be completed at the end of the performance cycle for all eligible employees.** By using the process, employees are clear about goals, objectives, and expectations that are essential to an employee's development and overall success.

Important Cycle Dates

April 1st – March 31st

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Performance Management Cycle: April 1st – March 31st

Employee Class	Performance Planning <i>(Phase 1)</i>	Performance Feedback and Development <i>(Phase 2)</i>	Mid-Cycle Review <i>(Phase 2)</i>	Employee Self-Evaluation <i>(Phase 3)</i>	Performance Evaluation Due <i>(Phase 3)</i>
Non-Exempt	May 1 st – May 31 st	Ongoing	October	Determined by Supervisor	April 30 th
Exempt	June 1 st – June 30 th	Ongoing	November 30 th	Determined by Supervisor	June 1 st

Who Receives an Evaluation?

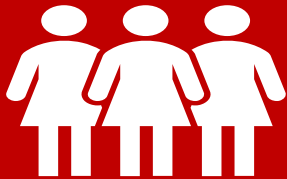
ELIGIBILITY

Employees who have been in their position for at least 120 days by the end of the cycle (March 31, 2025) and are either:

- Non-exempt
- Exempt
- Contingent II

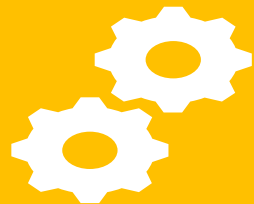
For the 2024 – 2025 cycle, must have been hired by 12/1/2024

What's New?



Name Alignment

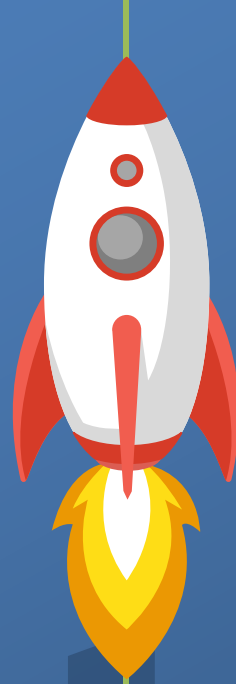
Performance Management Program (PMP) - Updated to align to ensure consistency with USM policy VII - 5.20.



Technological Enhancements

Text wrapping and expanded Information Icons (signature definitions, examples, etc.)

What's Next?



05
Mission

2026-2027

Quantum Human Capital
Management (HCM) Oracle
Integration



04
Mission

2025-2026

- Streamlined Rating Categories from 5 to 3
- More Clearly Defined Competencies for Supervisors and Staff

Phase 1: Performance Planning

Employees have a vital role to play in the performance management cycle as the entire process revolves around YOU!



- Non-Exempt: May 1st – May 31st
 - Exempt: June 1st – June 30th
- ✓ **Active Participation**: Engage with your supervisor to define clear goals and objectives that align with your role and operational needs.
 - ✓ **Two-Way Feedback**: Use the goal-setting process as an opportunity to have open communication with your supervisor.
 - ✓ **Establish Measures**: Ensure that you understand the measures that are in place to identify how you can meet goals and objectives.
 - ✓ **Establish Support if Needed**: Identify when additional tools or resources are needed to help you be successful in meeting goals and objectives and communicate these needs.
 - ✓ **Outcome**: A shared understanding of expectations leads to better performance, productivity and results.

Performance Planning, Cont'd.

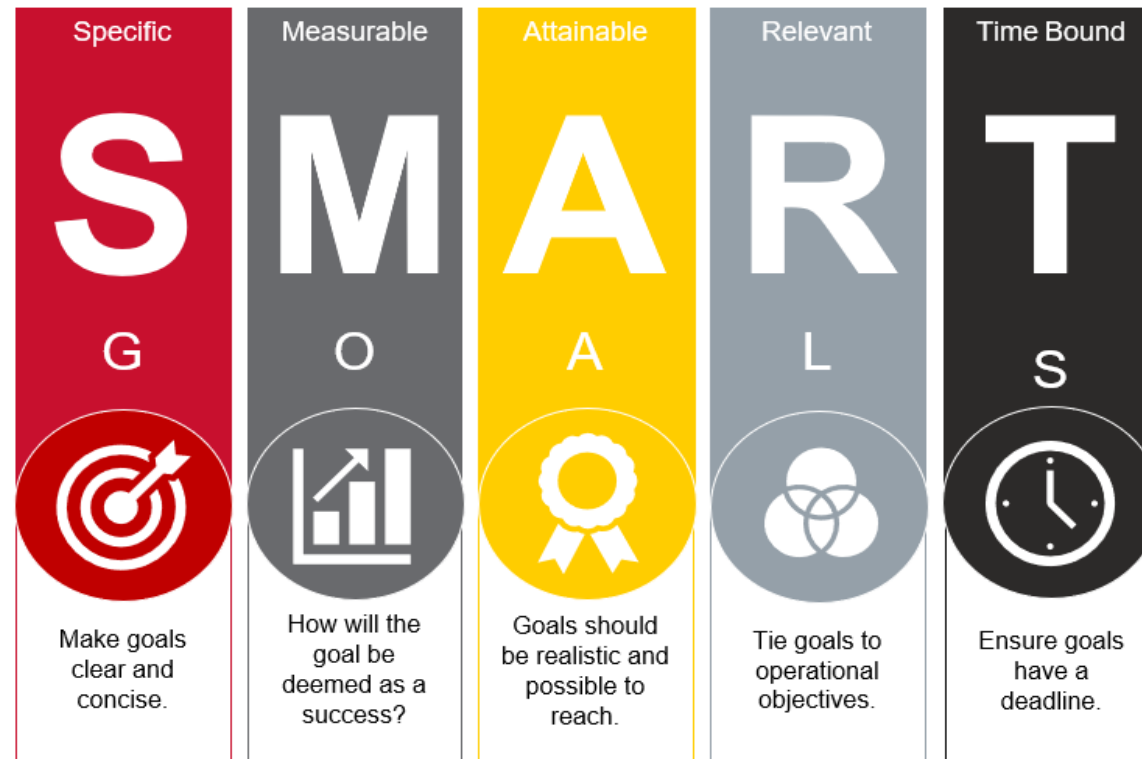
This is the time to set to discuss and outline Operational Objectives and Learning Goals for the upcoming cycle. Goals and objectives must be relevant to the job description and the department's operational needs. Goals should be mutually understood and must be acknowledged once finalized.

How You Can Participate

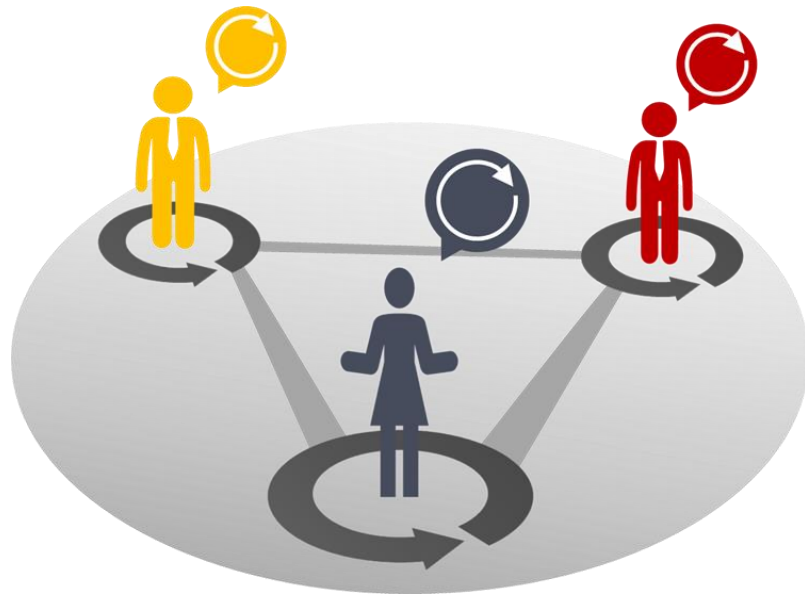
- ✓ Review your job description
- ✓ Actively listen
- ✓ Actively ask questions
- ✓ Ask for clarification for anything you do not understand
- ✓ Confirm expectations are clear
- ✓ Make suggestions
- ✓ If Needed, Ask for Help
- ✓ Acknowledge Goals and Objectives electronically in PMP Portal
 - ✓ Accessed via PMP Dashboard
 - ✓ **2025 – 2026 Available in May 2025**

SMART Goals and Objectives

Supervisors should define and establish specific goals and objectives for the review period using the SMART method with your supervisor:



Phase 2: Performance Feedback & Development



The period where an employee receives continuous **regular two-way feedback and communication** regarding their job performance. This period includes discussions about the fulfillment of job responsibilities, alignment with operational requirements, and progress towards meeting established goals and objectives.

Non-Exempt & Exempt: Ongoing

Mid-Cycle Review

**Non-Exempt: October
Exempt: November 30th**

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Who Is Eligible?

Mid-Cycle Reviews
Are Required For Non-
Exempt Employees
And Strongly
Encouraged For
Exempt Employees.

Recommended Employee Role

- ✓ Participate In the Process & Related Discussions.
- ✓ Review Established Expectations
- ✓ You Do The Job Every Day. Provide Input on Goals and Objectives That Could Be Helpful.
- ✓ Identify And Communicate Areas Of Success
- ✓ Identify And Communicate Opportunities For Improvement
- ✓ Request Resources And/Or Assistance If Needed
- ✓ Ask Questions And Seek Clarification When And Where Needed.

Phase 3: Performance Evaluation

The process used to evaluate employee performance.



- **Non-Exempt: April 1st – April 30th**
- **Exempt: April 1st – June 1st**

Performance Evaluation, Cont'd.

Employee Role In The Process – Recommended Steps

- ☑ **Review Any Available Established Expectations From the Previous Year**
- ☑ **Gather Documentation About Your Performance (Accomplishments, etc.)**
- ☑ **Conduct a Self-Evaluation In Your Dashboard (optional)**
- ☑ **Review the Evaluation In Your Dashboard**
- ☑ **Meet With Your Manager to Discuss Your Evaluation and Provide Feedback**
- ☑ **Sign The Online Evaluation Form Through Your Dashboard**
- ☑ **Access Evaluation If Needed Through the Online Portal**

Employee Self Evaluation

Optional for Employees

Non-Exempt Evaluations Due: 4/1/25 – 4/30/25

Self-Evaluation Due Date: Determined by Supervisor

Exempt Employee Evaluations Due: 4/1/25 – 6/1/25

Self-Evaluation Due Date: Determined by Supervisor

- ✓ Provide Feedback About Your Performance
 - *Examples:* Progress Towards Meeting Objectives and Goals, Compliments, Accomplishments, etc.
- ✓ Use Self Evaluation Form in PMP Platform



Rating Categories: 2024 – 2025 Evaluation

UMB Performance Evaluation Rating Categories Expanded

Outstanding: The employee’s work **consistently exceeded expectations**. This rating is for an employee who not only fully meets established expectations, but also consistently surpasses job expectations in all areas. For this rating, the supervisor must provide specific instances where the employee delivered exceptional work that added significant value to the team or institution on the evaluation form. This could include but is not limited to taking on extra responsibilities, innovating processes, or consistently achieving high-quality outcomes.

Above Standards: The **majority** of the employee’s **work exceeded** expectations. This is for an employee whose performance exceeds expectations in many—but not necessarily all—areas of their job. For this rating, the supervisor must provide examples of key areas where the employee has gone beyond the norm on the evaluation form. This may include but is not limited to completing tasks ahead of schedule, demonstrating strong initiative, or significantly contributing to team goals more often than not.

Meets Standards: Performance **fully met** the established job expectations and may have periodically exceeded expectations. This is not to say that everything is perfect. **This rating is for an employee who reliably achieves what is expected in their role.** They may occasionally exceed expectations, but this is not consistent. For this rating, the supervisor should review the established job expectations and document how the employee met them on the evaluation form. They may also note occasional instances of higher performance, but these should not be the norm.

Below Standards: Performance met **some** of the job expectations but did **not fully** meet the established measures. Supervisors should use this rating when an employee has shown they can perform the job to some degree but falls short in certain aspects. For this rating, the supervisor should identify which job expectations are not being met and must provide examples of this underperformance on the evaluation form. This rating must be accompanied by a Performance Improvement Plan (PIP) to help the employee improve that outlines the areas needing attention and the support they’ll receive to help meet expectations

Unsatisfactory: Performance **generally failed** to meet the established expectations or required frequent, close supervision and/or the redoing of work. This rating is for when an employee frequently fails to meet job expectations. For this rating, the supervisor must document specific instances where the employee failed to meet expectations, needed additional supervision and/or had to redo their work on the evaluation form. This rating must be accompanied by a Performance Improvement Plan (PIP) to help the employee improve that outlines the areas needing attention and the support they’ll receive to help meet expectations.

Overall Ratings Below “Meets Standards”



If the overall rating on the evaluation is “Below Standards” or “Unsatisfactory”, the employee will receive a Performance Improvement Plan (PIP) within 30 days.

What is a PIP?

A PIP is a documented plan that communicates performance expectations, where an employee is not meeting the expectation and instructions on what must be done to correct deficiencies and the timeframe in which it should be accomplished.

Work with your Supervisor to determine goals, objectives, timeframes, and needed resources.

Rating Employee Performance

Scenario One:

Professional Widget Maker, Michelle, is assigned to make 30 widgets every month. She comes in every day as scheduled—on time, on task, and on a mission to ensure that she makes her 30 widgets by the last day of each month. Amazingly, no matter what (NO MATTER WHAT), without fail, Michelle makes 30 widgets by the end of each month. It doesn't matter how many days are in the month (30 days, 31 days, 28 days, or 29 days); she hits her target every time. Under Michelle's watch, 30 widgets are made each month by the last day of the month.

MEETS STANDARDS

Rating Employee Performance Cont'd.

Scenario Two:

Administrative Assistant, Collin, is assigned to perform administrative duties accurately and in a timely manner. One of Collin's duties is to schedule appointments for his supervisor. Another is to check the mail daily and distribute it to the appropriate party. Lastly, Collin is responsible for paying the invoices (bills) that come in before they are due. When scheduling appointments, Collin often misses important details. He schedules the meetings on the right date and time but with the wrong people, or he schedules the meeting with the right people on the right date but in the wrong location. Additionally, Collin frequently checks the mail only one to two days per week. To be fair, there was one month out of the year when he checked the mail five days per week. During all other months, he checked the mail one to two days per week and distributed it late, resulting in bills not being paid on time. Furthermore, when a new series is on TV, Collin tends to let the bills pile up and does not pay them on time so that he can catch up on his show. He leaves work before the end of the day and extends his lunch breaks to an hour and a half, while the work phone rings unanswered.

UNSATISFACTORY

Rating Employee Performance Cont'd.

Scenario Three:

Environmental Services employee, Jack, arrives at work on time every day as scheduled. He is assigned to the Lexington building on campus, where he completes all of his assigned floors before the end of his shift. He adheres to all safety protocols and reports any potential safety hazards he encounters. He voluntarily participates in the Safety Committee and actively makes meaningful recommendations. Because he often finishes his work early, he proactively approaches his supervisor to inquire if there are additional tasks he can assist with, thereby supporting his coworkers and the department. In his efforts to aid his colleagues, he devised a new method to complete work more quickly and efficiently. After sharing these innovative ideas with his supervisor (Innovation and Discovery), the supervisor implemented his suggestions, leading to more effective work processes. Jack consistently receives numerous compliments for the quality of his work.

Performance Evaluation Ratings

Non-Exempt Evaluations Defaulting to Meets Standards

Per the MOU for Non-Exempt Employees:

- “If the annual evaluation of the employee’s performance has been assessed as “Below Standards” or “Unsatisfactory” and a mid-cycle discussion did not take place, the employee’s evaluation will automatically be assessed at the “Meets Standards” level for this rating”.
- “Evaluations shall be completed and signed by employees by April 30th”. Failure to meet the deadline will result in the overall evaluation defaulting to “Meets Standards”.

Exempt Evaluations Defaulting to Meets Standards

Per UMB Policy VII-5.20(A) – UMB Policy on the Performance Management Process:

- “In the event that the supervisor fails to complete an evaluation for an employee by the designated deadline, that employee will be considered to have met standards for the purposes of merit pay.”

Phase 3: Performance Evaluation, Cont'd.

Recommended Helpful Tips

MEET WITH SUPERVISOR

Join the scheduled meeting on time, prepared to participate in the discussion!

02



01

PREPARE

Come prepared by reviewing your evaluation in advance. Bring information to share that may be relevant & helpful to the meeting.

CONFIRM UNDERSTANDING

Ask for clarification if there is something that you don't understand.

04



03

PARTICIPATE

Be open to the discussion, provide feedback, & ask questions as needed.

COMMENT

All Staff has the ability to add comments to the evaluation form. This is a good opportunity to provide feedback.

06



05

SUGGESTIONS

You are encouraged to make suggestions. If there is something that could be done a different way, let your supervisor know.

FINALIZE THE REVIEW

07

After you have had the opportunity to review the evaluation and provide comments. Sign the online evaluation to acknowledge that you have received it.



Employee Comments



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As always, employees are encouraged but not required to add comments to the evaluation.

Enhanced Clarity and Understanding

Adding comments allow you to provide your perspective on the performance evaluation. Comments can help clarify any discrepancies, provide an opportunity for informal resolution, and give the supervisor an opportunity to respond.

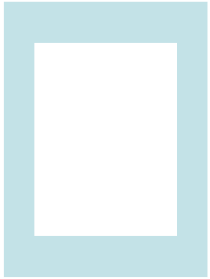
Increased Engagement

Comments promote collaboration and engagement and allow employees the opportunity to contribute to their official evaluation.

Discussion

Employee comments can initiate an ongoing dialogue, leading to a continuous development process. This open communication can help identify tools, resources, growth opportunities, career aspirations, and pave the way for training opportunities and development plans.

What To Do If There Is A Disagreement With the Evaluation



AGREE



DISAGREE

It is recommended that employees first express their disagreement with their supervisor (try to resolve informally) or follow the chain of command. This may be done through conversation or through comments on the evaluation form.

Accessing the UMB PMP Online Portal

Accessing the UMB PMP Online Portal

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Access via the Human Resources (HR) - ELR PMP Website & the myUMB portal TODAY!

Human Resource Services

About HRS
Jobs
New Employees
Current Employees
Job Descriptions
Benefits
Well-Being at UMB
Employee Learning and Development
Employee and Labor Relations
Employment Administration
Performance Management Program
2023-2024 PMP Resources for Staff
2023-2024 PMP Resources for Supervisors
Rating Periods
Grievances, Complaints, and Memorandums of Understanding
Leave Administration
Political Activity for UMB Employees

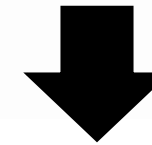
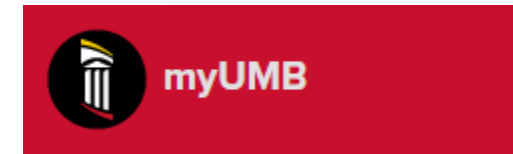
Performance Management Program

The Performance Management Program (PMP) is UMB's formal process for employee evaluation and development. Participating in the PMP process is a critical responsibility for every supervisor, and it is expected that an evaluation be completed at the end of the performance cycle. By using the process, employees are clear about goals, objectives, and expectations that are essential to an employee's development and overall success.

Performance Management Cycle: April 1st – March 31st

Employee Class	Performance Planning	Employee Self-Evaluation Due	Performance Feedback & Development	Mid-Cycle Review Due	Performance Evaluation Due
Non-Exempt	May 1 st – May 31 st	Determined by Supervisor	Ongoing	October	April 30 th
Exempt	June 1 st – June 30 th	Determined by Supervisor	Ongoing	November 30 th	June 1 st

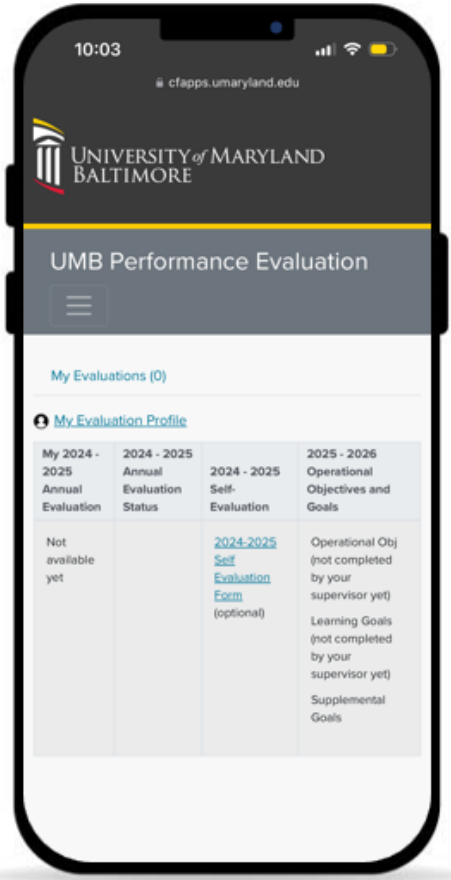
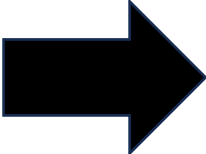
[Access the UMB PMP Evaluation](#)



My Leave Inquiry

[UMB PMP Evaluation Form](#)

Mobile Friendly



**Recommended for Reviewing and Signing*

Landing Page

HUMAN
RESOURCES

Core Values

UMB Core Values

The University of Maryland, Baltimore's (UMB) Core Values are at the heart of our mission to improve the human condition and serve the public good of Maryland and society at-large through education, research, clinical care, and service. These core values guide our academic programs, operating philosophy, and commitment to our constituents, while supporting our dedication to global enhancement and social progress.

Find More Information About UMB's Core Values [Here](#)

Respect and Integrity
We value each other and hold ourselves accountable for acting ethically and transparently using compassion and empathy.

Well-Being and Sustainability
We care about the welfare of our people, planet, communities, and University.

Equity and Justice
We embrace and are committed to diversity, and we value inclusive and just communities. We oppose racism and oppression in all their forms.

Innovation and Discovery
We imagine and explore new and improved ways to accomplish our mission through education, research, clinical care, and service.

I have had the opportunity to review UMB's Core Values. To access the PDP Dashboard, select the "Click Here" button below.

[Click Here](#)

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RESOURCES

Participating in the PMP process is a critical process, employees are clear about goals,

Innovation and Discovery

We imagine and explore new and improved ways to accomplish our mission through education, research, clinical care, and service.

By acting on our core values, using the tools supported to succeed."

Dashboard

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UNIVERSITY of MARYLAND BALTIMORE

UMB Performance Evaluation **Dashboard** Staff Instructions

UNIVERSITY of MARYLAND BALTIMORE

UMB Performance Management Program

HUMAN RESOURCES

UNIVERSITY of MARYLAND BALTIMORE

UMB Performance Evaluation Dashboard Staff Instructions

My Evaluations (0)

[My Evaluation Profile](#)

My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
Not available yet		2024-2025 Self Evaluation Form (optional)	Operational Obj (not completed by your supervisor yet) Learning Goals (not completed by your supervisor yet) Supplemental Goals

Accessing Historical Data

My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
Not available yet		2024-2025 Self Evaluation Form (optional)	Operational Obj (not completed by your supervisor yet) Learning Goals (not completed by your supervisor yet)

Employee Access to Prior PMP Documents

Jane Smith – Employee Profile

- Supervisor: Sunday Jones
- Dept: Human Resources
- Email: jane.smith@umaryland.edu

Employee Evaluation History

- [2023 - 2024 Annual](#)
- [2023 - 2024 Mid-Year](#)
- [2022 - 2023 Annual](#)

Self-Evaluation History

- [2024 - 2025 Self-Eval](#)
- [2023 - 2024 Self-Eval](#)
- [2022 - 2023 Self-Eval](#)

Planning Goals

Year: **2023 - 2024**

- Goal – Xxx xxxx xxxxxxxx xxxx xxx
- Goal – Xxx xxxx xxxxxxxx xxxx xxx

Planning Objectives

Year: **2023 - 2024:**

- Operational Objective – Xxx xxxx xxxxxxxx xxxx xxx

How To Access The Self-Evaluation

Self-Eval

UMB Performance Evaluation Dashboard Staff Instructions

My Evaluations (0)

[My Evaluation Profile](#)

My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
Not available yet		2024-2025 Self Evaluation Form (optional)	Operational Obj (not completed by your supervisor yet) Learning Goals (not completed by your supervisor yet)

Self-Evaluation Employee Information Operational Objectives Competencies Learning Goals and Development Plans Summary of Overall Performance Review

Self-Evaluation: Employee Information

[Go To Review Page](#)

Employee Last Name	Employee First Name	Mi	Employee ID#
Smith	Jane		012345
Job Title	School/Division	Department	
Specialist, Employee Rel Sr		Human Resources	
Do you supervise other employees?	Type of Evaluation	Period Covered	
<input type="radio"/> Yes <input checked="" type="radio"/> No	Annual	2024 - 2025	
Supervisor of Record: (Last Name, First Name)	Supervisor of Record EMPL ID	Supervisor of Record Email Address	Supervisor of Record Ext
Jones, Sunday	012346	sunday.jones@umaryland.edu	410 706 7302

[Save Employee Information](#)

Self Evaluation – Formatting Features

- Formatting Ribbon**
- Bullets/Numbering
 - Bold/Italics
 - Text Justification
 - Textbox Expansion

The screenshot shows a 'Comments:' header with an information icon. Below it is a formatting ribbon with icons for Bold (B), Italic (I), Underline (U), Bullets (three horizontal lines), Numbering (three horizontal lines with dots), and a dropdown arrow. Below the ribbon is a list of three items: 'I completed...', 'I completed...', and 'I completed...'. A red box highlights the ribbon area, and another red box highlights a small icon at the bottom of the comment box. Red arrows point from the 'Formatting Ribbon' list to these two red boxes.



The Employee Self-Evaluation

Review Your Self Evaluation

If your supervisor established goals and objectives with you during the Planning Phase (Phase One), ensure that the goals and objectives in the system are correct. If the goals and objectives were created outside of the system, copy them over.



- Unknown - Check with Supervisor
- Visible - Ensure Accuracy
- Conflicting Information - Confirm with Supervisor
- Issues - CITS or Solution Center

How To Access The Annual Evaluation

Annual

The dashboard shows a 'My Evaluations (1)' section with a link to 'My Evaluation Profile'. Below this is a table with four columns:

My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
My 2024-2025 Annual Evaluation	Review and Signature Required	2024-2025 Self Evaluation Form (optional)	Operational Obj Learning Goals

Select 2024-2025 Annual Evaluation Link to Access

The 'My Evaluation Profile' page for Jane Smith shows evaluation details for the 2024-2025 period. It includes fields for Employee Information, Supervisor Information, and Operational Objectives. The overall rating is 'Outstanding'.

Employee Information:
Employee Last Name: Smith, Employee First Name: Jane, M: M, Employee ID: 012334
Job Title: Specialist, Employee Labor Rel, School/Division: Administration and Finance, Department: HRS
Does this employee supervise other employees? Yes (selected) / No
Type of Evaluation: Annual, Period Covered: 2023
Supervisor of Record (Last Name, First Name): Sunday Jones, Supervisor of Record EMP ID: 012346, Supervisor of Record Email Address: sunday.jones@umaryland.edu, Supervisor of Record Ext: 410 706 7302
Is there a rating official other than the supervisor of record? Yes (selected) / No
Rating official: Labor Leader, Rating official EMP ID: 022407, Rating Official's Email Address: labor.leader@umaryland.edu, Rating Official's Ext: 402 706 1210

Operational Objectives:
Objective: *Teaching*
Rating: Outstanding (selected) / Above Standards / Meets Standards / Below Standards / Un satisfactory / N/A
Comments: Although Jane completes her day-to-day duties while also assisting her team as needed, there are areas of opportunity that Jane can improve on including excel, power, and so. During this evaluation cycle, we have discussed this need for improvement on multiple occasions including our weekly 1:1 meetings on November 11, 2023, and January 6, 2024. XXXXX xxxxx xxxxx xxx.

Supervisor Objectives:
A. Interact effectively and maintain positive relationships with peers, subordinates and customers
Rating: Outstanding (selected) / Above Standards / Meets Standards / Below Standards / Un satisfactory / N/A
Comments: Jane interacts effectively and in a positive manner with her staff as well as with all colleagues-to-workers and others throughout campus. She strives to provide a positive environment where all are welcome. Jane is the first to volunteer to assist her colleagues with trainings and understanding new items. I can always count on Jane to go above and beyond.

B. Use appropriate resources to make decisions and provide information and feedback in a timely manner
Rating: Outstanding (selected) / Above Standards / Meets Standards / Below Standards / Un satisfactory / N/A
Comments: Jane uses all applicable resources when making decisions and always provides feedback or other information in a timely manner. Jane has proactively created standard operating procedures to be shared amongst her team. Jane's budget review resulted in a surplus of \$0K this year.

Competencies:
Key work factors: Quality of work, quantity of work and timeliness
Rating: Outstanding (selected) / Above Standards / Meets Standards / Below Standards / Un satisfactory / N/A
Comments: Jane's work is always delivered by established deadlines. The quality of her work is consistent as she always meets set expectations.

The 'Sign and Submit My Evaluation' page shows the final review and signature section. It includes a 'Summary of Overall Performance' with an overall rating of 'Outstanding'. There are fields for the employee's signature, date, and supervisor's signature and date. The supervisor's signature is 'Sunday Jones' and the date is '04/07/2025'. The employee's signature is 'Jane Smith' and the date is '04/10/2025'. There is also a section for 'Other Rating Official' and '2nd Level Reviewer'.

Summary of Overall Performance:
Overall Rating: Outstanding (selected) / Above Standards / Meets Standards / Below Standards / Un satisfactory / N/A
Comments: Jane did a great job this cycle.
1. You did this.
2. You did this.
3. You did the other thing.
4. And you did it well.

Signatures:
Jane Smith (Employee):
Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.
Comments: [Redacted]
Type Your Name (Employee Signature): [Redacted], Today's Date: 04/10/2025
Sign and Submit My Evaluation

Employee signature: my signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.
Employee Comments: [Redacted]

Employee Name:	Employee Signature:	Employee Title:	Date:
Jane Smith	[Redacted]	Specialist, Employee Rel Sr	
Supervisor of Record Name: Sunday Jones	Supervisor of Record Signature: Sunday Jones	Supervisor of Record Title: Dir, Employee/Labor Rel	Date: 04/07/2025
Other Rating Official: Lisbet Escobar	Other Rating Official Signature: Lisbet Escobar	Other Rating Official Title: Administrator, EE Rel/Lv Mgmt	Date: 04/09/2025
2nd Level Reviewer Name: Sandra Jasso	2nd Level Reviewer Signature: Sandra Jasso	2nd Level Reviewer Title: Manager, Employee/Labor Rel	Date: [Redacted]

Annual Evaluation - Employee Signature

Signatures

Jane Smith (Employee):

Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Comments

This has been a great year full of many accomplishments. I look forward to the next!

Type Your Name (Employee Signature) Today's Date

Jane Smith 4/30/2025

Sign and Submit My Evaluation


What My Signature Means

Once the employee electronically signs the evaluation, the evaluation is submitted. No changes can be made to the evaluation after this point.

My Evaluations Tab

Dashboard

[My Evaluations \(0\)](#)

 [My Evaluation Profile](#)

My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
My 2024-2025 Annual Evaluation	Reviewed and Signed	2024-2025 Self Evaluation Form	Operational Obj Learning Goals

Available Resources

HUMAN
RESOURCES



Performance Management Program Solution Center

HUMAN
RESOURCES

If You Have a Phone or Computer,
We Have a Solution!

Designated School/Unit HR Representative

PMP Solutions Center

- 4/1/2025 – 6/3/2025 (Monday – Friday)
- 8:00 AM to 5:00 PM
- PerformanceManagement@umaryland.edu
- 410-706-7601

Center for Information Technology Services (CITS)

- help@umaryland.edu
- 410-706-HELP (4357)
- Weekdays from 8:00 AM-5:30 PM & Weekends from 8:30 AM-5:00 PM

Employee Labor Relations (ELR)

- HRELR@umaryland.edu
- 410-706-7302



ADDITIONAL ONLINE RESOURCES

Supervisor Resource Guide

Comprehensive guide for Supervisors to assist with conducting effective performance reviews.



Supervisor PMP Evaluation Form Instruction Guide

Guide for Supervisors on how to use the online PMP evaluation form.

Employee Resource Guide

Comprehensive guide for Staff to assist with how to actively participate in the performance review process.

Employee PMP Evaluation Form Instruction Guide

Guide for Staff on how to use the online PMP evaluation form.

FAQs and Power Point Presentations

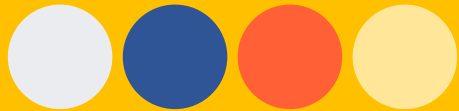


QUESTIONS



THANK YOU!

Thank you for joining us today. We hope you enjoyed our discussion.



HUMAN RESOURCES



ATTRACT. ENGAGE. DEVELOP.
www.umaryland.edu/hrs

