

Now is the Time to Conduct Performance Reviews

Information on this page was current as of the day of publication. For the latest information visit the Auburn University Performance Management page.

“Feedback is the breakfast of champions.”

– Ken Blanchard

A well-completed performance review will provide clarity to your employees as to expectations and what behaviors they have demonstrated -- either supporting or not supporting the successful achievement of desired performance outcomes in the past year. Every Auburn University employee has a right to expect clear direction and feedback from their supervisor/manager to increase the likelihood of success. Honest feedback also provides a foundation for planning and clarifying future expectations for the next performance year. While feedback should be regularly provided throughout the performance year, now is the time to prepare and conduct your employees' annual performance review.

This year, there will be some modifications to the review process in order to 1) better align performance with the salary planning budget process, and 2) mitigate potential errors on review forms; errors that we experienced last year, when hundreds of reviews had to be returned to supervisors for corrections.

- **A revised Performance Management e-form** is available on the HR Forms page at http://www.auburn.edu/administration/human_resources/compensation/ccp/pm_form_electronic.doc and you should use this e-form in lieu of the old form. (A paper form will also be available on the HR Forms page by the end of this week.)
- Please **validate the accuracy and completeness of form items** such as employee and supervisor names, Banner identification numbers, rating scores, and signatures (employee, supervisor and 2nd level manager) located on page 7.
- Please be certain to **obtain the second level manager's signature** on the Performance Review prior to submission to your Human Resources Liaison.
- Please **submit your completed performance reviews to your HR Liaison** instead of submitting them, as in the past, directly to Human Resources.
- Submit completed performance reviews to your HR Liaison **by May 15.**

As employees represent the single largest annual expense investment made by the University, your role of supervisor/manager is essential to achieving the University's vision and mission by effectively managing this investment in people. Simply put and by definition, you “get things done through others.” Auburn University's annual performance review captures the progress to this end not only for your employees, but for you as well.

We thank you in advance for your contributions to this year's process!

Questions or comments regarding this “Good to Know!” bulletin can be directed to Human Resources at 844-4145 or univhr@auburn.edu.