

Five steps of Performance Assessment at UST

July – August:

Planning

- Establish Performance Standards
- Establish goals based on *university goals* and department/unit goals

On-going: July – June:

Monitoring

- Openly communicate regarding performance, goals, and accomplishments
- Provide updates regarding progression of goals and/or deadlines
- Document performance

On-going: July – June:

Developing

- Actively seek avenues for professional development

June:

Assessing

- Complete *Self Assessment Form*
- Review Job Profile and *Performance Plan*
- Performance Assessment meeting
- Submit signed Performance Assessment Form

September:

Rewarding

- Employees will receive increase if applicable based on performance assessment rating, university budget, and the allocation of university funds