

***Performance Development Program Overview:  
The Six Easy Steps to a Successful Performance Review***

1. **Pass out** necessary **materials** to each employee:
  - Employee Self Reflection Input
  - Employee Goals and Activities Worksheet (optional resource)
  
2. **Set up** an **appointment** for the supervisor and employee to meet.
  
3. **Prior to the appointment**, fill out **paperwork**:
  - The Employee must fill out:
    - Employee Self Reflection Input
    - Employee Goals and Activities Worksheet (optional resource)
  - The Supervisor must fill out:
    - Performance Review
  
4. The employee must **return** their **paperwork** to the supervisor three days prior to their meeting. The **Supervisor** should **read the employee's paperwork** prior to their meeting.
  
5. **Hold** the employee/supervisor **meeting** where the employee and supervisor:
  - review the employee's position description
  - examine the following documents:
    - Employee Self Reflection Input
    - Employee Goals and Activities Worksheet (optional resource)
    - Performance Review
  
6. Following the meeting, the supervisor will retain the following documents in the employee's file:
  - Employee Self Reflection Input
  - Employee Goals and Activities Worksheet (optional resource)
  - Performance Review (a copy)

The supervisor should **send the completed Performance Review** along with **copies** of the Employee Self Reflection Input and the Employee Goals and Activities Worksheet to **the Vice President by the last business day in June.**

The Vice President will **sign and send** the completed Performance Review to Human Resources.