

Performance Review and Development (PRD) Guide & Instruction Form

Department of Geographical Sciences

Faculty Specialist

(to include FRA, Faculty Assistant, Faculty Specialist, Sr. Faculty Specialist, & Principal Faculty Specialist)

Approved 2/21/2020 Departmental Committee Meeting

Purpose of Performance Reviews

THE PERFORMANCE REVIEW AND DEVELOPMENT (PRD) process is a system of performance management that is a mechanism to provide ongoing interaction, recognize good performance, and offer training and development opportunities. The objectives of the Performance Review and Development (PRD) process are to provide an effective, fair system of performance management; to strengthen employees' performance weaknesses and develop career potential through training and development; and to support University and unit goals.

PRD Process

1. Once a year supervisor and employee will conduct a Performance Reviews and Development (PRD), which will cover the entire previous calendar year and should be submitted in January.
2. The supervisor and employee must fill out the Current Job Description section that covers roles, responsibilities, active projects, any time splits, and any key deliverables for the coming year. This section helps provide a clear set of understanding between the supervisor and employee on the employee's current job and any key deliverables over the coming year. If this job is part of multiple time-splits, indicate the designated or average percent of the employee's time.
3. The supervisor reviews the employee's job performance in the six primary PRD categories based upon performance within the previously agreed upon job roles, responsibilities, and key deliverables from the previous year. The supervisor may also review the performance review from the previous year to see if the employee's goals and objectives were met.
4. The supervisor and employee discuss the performance review. The performance review process must include a one-on-one discussion between the supervisor and employee with both parties being full participants.
5. Once the primary rating categories have been rated, all the points (point values found next to each rating) from the six categories are added up for the Total Points. From the Total Points, the final rating is established using the Overall Rating table.
6. If the employee has multiple time-splits, the employee will complete a PRD per job/supervisor.
7. If a rating of 5 or 1 is selected, then supplemental documentation is required within the Supervisor's Comments section. At this point, the employee may also add comments for consideration within the Employee's Comments section.
8. Based on the overall rating, a Corrective Action Plan may be required and should be developed and agreed upon by both the supervisor and employee.
9. Ensure that all relevant sections are completed before all parties sign and date the PRD.
10. Upon completion, the signed and dated PRD form along with any additional documents, if required (Corrective Action Plan), will be sent to the next level supervisor for review and signature, then to the Department's Human Resources staff.

11. During the course of the year, the supervisor and employee will meet on a regular basis in order to provide feedback, discuss the employee's progress, upcoming deadlines, new initiatives, and any additions to the employee's duties.

Primary PRD Categories

(These categories must be completed as they contribute toward overall rating and potential merit evaluations)

- **Job Knowledge** - Possesses sufficient knowledge and skills required for successfully carrying out job responsibilities in a competent manner. Is able to demonstrate skills and knowledge in day-to-day situations. Applies the most efficient and effective methods in completing job duties and responsibilities. Maintains knowledge of general profession trends, keeping up-to-date technically. Acts as a resource person on whom others rely for assistance.
- **Quality of Work** - Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization. Is personally committed to high-quality work and encourages others to have similar standards.
- **Time Management** - Able to work independently, using one's time productively and efficiently to prioritize tasks and meet deadlines. Prioritizing the work that matters on a daily basis and the work over the long term. The ability to be flexible and adaptable as priorities change, while staying committed to completing the tasks once they have begun.
- **Problem Solving** - Ability to identify and solve difficult or unexpected problems in a timely manner using innovative and creative ideas. Able to weigh the benefits and costs of multiple options in a positive way, in order to determine the best solution for the problem at hand.
- **Professionalism & Conduct** - Treating colleagues and others, including faculty, staff, students, and external contacts, respectfully at all times. Demonstrating professionalism in all communications and interactions. Taking on changes with flexibility, enthusiasm, and energy. Demonstrating personal integrity and ethical conduct at all times. Demonstrating an awareness of, and sensitivity to, the needs and concerns of individuals from different cultures.
- **Communication & Teamwork** - Working collegially with faculty, researchers and staff. Working towards your group's common goal through appropriate sharing of resources and information. Communicating through various means (emails, reports, phone, visual presentations, etc.) in a clear, concise, timely, and appropriate manner. Attend seminars, departmental events and science meetings.

Ratings

Expectations should be specific, measurable, attainable, realistic, and timely. An employee should be evaluated based on how well they have met the known expectations of their position.

Evaluate the employee using the following options:

- **Outstanding:** Exemplary performance in all areas of the job.
 - Supporting documentation is required to justify an outstanding rating. Can describe justification in the 'Supervisor Comment' section of the PRD

- **Example (Time Management)** - *Employee constantly completes tasks early or on time and will constantly seek ways to help others complete tasks and/or accepts additional tasks.*
- **Exceeds Expectations:** Surpasses the standards and established performance expectations in many important areas of the job.
 - **Example (Time Management)** - *Employee constantly completes tasks early or on time and will occasionally seek ways to help others complete tasks and/or accepts additional tasks.*
- **Meets Expectations:** Good performance. Consistently meets standards and established performance expectations in important areas of the job.
 - **Example (Time Management)** - *Employee consistently completes tasks on time or in a timely manner with no intervention.*
- **Below Expectations:** Performance does not meet expectations in some important areas of the job. Improvement needed.
 - **Example (Time Management)** - *Employee sometimes does/sometimes does not complete tasks on time and may often have to be reminded to complete the tasks.*
- **Unsatisfactory:** Performance falls below expectations in many areas of the job. Substantial improvement is critical.
 - Supporting documentation is required to justify an unsatisfactory rating. Can describe justification in the 'Supervisor Comment' section of the PRD
 - **Example (Time Management)** - *Employee rarely completes tasks on time.*

These are general rating categories. Specific expectations must be set by the supervisor and employee for each performance factor.

Overall Rating & Corrective Action Plans

The employee's overall rating is derived from the cumulative score from the six primary PRD categories. Next to each rating, there is a point value: 5-Outstanding, 4-Exceeds Expectations, 3-Meets Expectations, 2-Below Expectations, and 1-Unsatisfactory. Add up all the points, then fill in the Final PRD Rating based upon the Overall Rating chart provided in the PRD form.

If the Final PRD Rating is "Below Expectations" or "Unsatisfactory", then a Corrective Action Plan, which can be found within the PRD form packet, is required to be filled out and submitted along with the PRD Form for the Department's Human Resources. The Corrective Action Plan should be completed in an agreement between both the employee and supervisor with the goal to bring the employee to the level of meets expectations of the job.

Professional Development

The professional development section is a supplemental section designed to help examine the employee's accomplishments over the past year and then build a plan over the coming year for the employee and the supervisor to help develop the employee and work towards the employee's career advancement.

Questions

Please direct any questions to geog-hr@umd.edu.