Performance Management Process Roadmap to PLAN - COACH - EVALUATE - REWARD

Your PATHways to success starts here!

June-Oct  POSITION DESCRIPTION* - Supervisor starts the Review Position Description action within the Position Management module and sends it to employee for acknowledgement. If the Position Description requires changes, supervisor performs the Update Position Description action instead. NOTE: The job duties on the position description will be evaluated during the performance evaluation.


All Year  PROGRESS NOTES - Supervisor and employee can enter personal Progress Notes at any time to track performance. They meet periodically to review progress and make adjustments to the Plan as needed. NOTE: Progress notes are not part of the personnel file, though they can be subject to open records requests.

March-May  SELF ASSESSMENT - Employee reviews yearly accomplishments and completes a Self Assessment. NOTE: Employee should ask supervisor if this step is required.

April-May  SUPERVISOR EVALUATION* - Supervisor creates Performance Evaluation, referring to progress notes, self-assessment and/or other sources of information gathered throughout the year. Supervisor meets with employee to discuss evaluation ratings and provide feedback about strengths and areas for improvement. Supervisor submits Evaluation to employee. NOTE: Supervisor must enter Overall Rating, and may make comments and attach files before submitting evaluation.

By May 31  APPROVALS/ACKNOWLEDGEMENTS* - Employee Acknowledges the Evaluation. Upon receipt, supervisor reads comments, takes appropriate action, and completes the process in PATH. NOTE: Employee may add comments before acknowledging evaluation.

Congratulations! The Performance Management cycle for the review period is complete. It is now time to begin Planning for the next performance review year.

*REQUIRED STEP

The PCER Model

The PCER (Plan, Coach, Evaluate, and Reward) model is used to facilitate the performance management process. This process is intended to create an ongoing dialogue between the supervisor and employee throughout the year. After the position description is reviewed and acknowledged, the supervisor creates the performance plan and discusses it with the employee, which helps to establish mutual understanding of performance and behavioral expectations. During the evaluation process, the supervisor may rely on multiple sources, such as progress notes added during the year, employee self assessment, accolades and customer feedback to assess the employee’s performance. At the end of the review period, the supervisor meets with the employee to discuss the evaluation, explain the ratings, and provide feedback about strengths and areas for improvement. The supervisor then completes the evaluation and sends it to the employee to acknowledge before formally closing the review in PATH. The supervisor recognizes and rewards employee performance as merited. Learn more online: EODinfo.tamu.edu/PATHways/model