

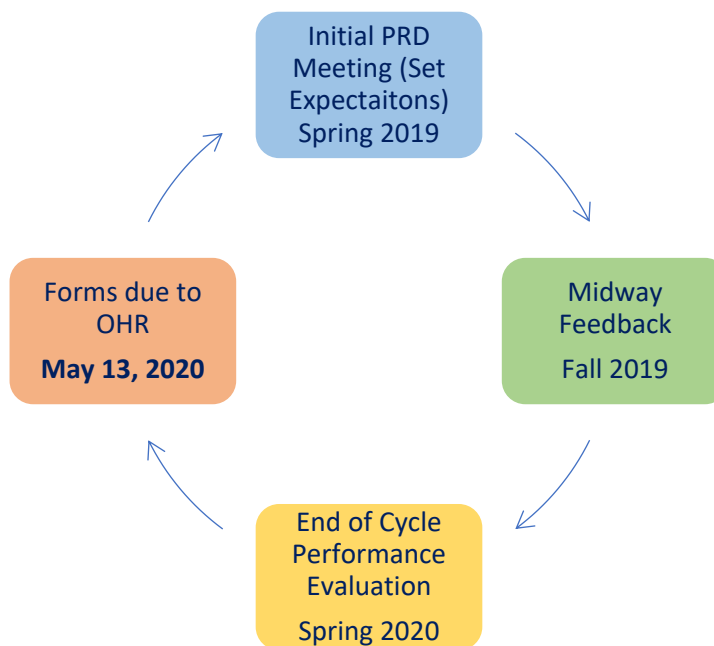


The Universities

AT SHADY GROVE

To: USG Staff
From: Office of Human Resources
Date: April 28, 2020
Subject: Performance Review and Development Guidelines

We are at the end of the 2020 Performance Review and Development (PRD) Cycle (April 2019 through March 2020). Supervisors are responsible for conducting evaluations of their exempt, non-exempt and Contingent Category II (CII) staff members. The PRD forms are available on our [website](#). Please note, supervisors are responsible to submit the final PRD ratings with the highest level of signatures obtained to the Office of Human Resources by the close of business **Wednesday, May 13, 2020**.



Performance Review and Development Cycle

In addition to the final 2019-2020 review, please note, this is the time when supervisors must also schedule and conduct their Expectations Setting meeting for the next PRD Cycle (April 2020 through March 2021). All reviews should be conducted in accordance with institutional policies and procedures. PRD policies are available on the University Human Resources (UHR) website at <https://uhr.umd.edu/staff-relations/>.

Since we are currently working in an online environment, there are tips and guidelines that may assist both the supervisor and the employee in having a productive virtual meeting. These guidelines can be accessed on our [HR Blog](#).

For any questions or concerns, please contact the [Office of Human Resources](#).