



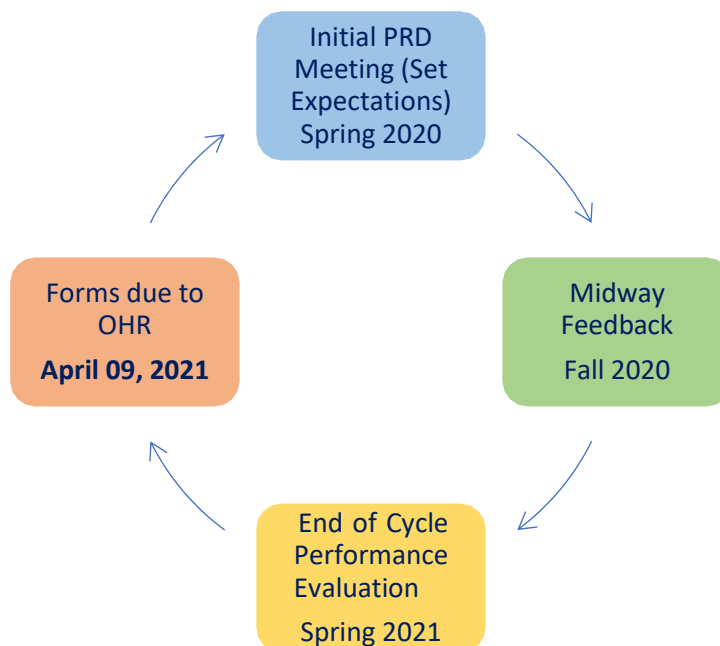
# The Universities

AT SHADY GROVE

To: USG Staff  
From: Office of Human Resources  
Date: February, 22 2021  
Subject: Performance Review and Development Guidelines

The Performance Review & Development (PRD) Cycle (April 2020 through March 2021) will be ending shortly. Supervisors are encouraged to begin preparing to conduct final PRD evaluations for 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 close of business **Friday, April 09, 2021**.

PRD is a mechanism to provide ongoing interaction, to recognize good performance, and to identify training and development needs. In order for PRD to be beneficial to both supervisor and employee, both parties must understand the system and be trained in its use. PRD training is mandatory for all non-faculty employees and supervisors (including faculty who supervise non-faculty employees). [PRD 101 Training](#) is available on LinkedIn Learning.



## Performance Review and Development Cycle

In addition to the final 2020-2021 review, please note, this is the time when supervisors must also schedule and conduct their Expectations Setting meeting for the next PRD Cycle (April 2021 through March 2022). 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](#).