

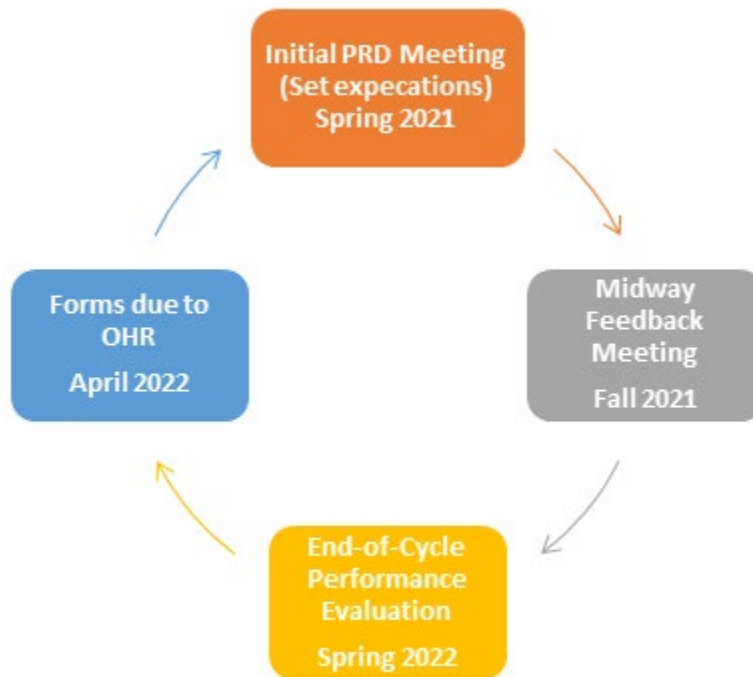


Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: March 09, 2022
SUBJECT: Performance Review and Development (PRD) Guidelines

Dear Colleagues,

The Performance Review and Development (PRD) Cycle (April 2021 through March 2022) will be ending soon. Supervisors are encouraged to begin conducting the final PRD evaluations for their regular and Contingent II exempt and non-exempt category 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 08, 2022**.



Performance Review and Development Cycle.

It is important to understand that PRD is a mechanism to provide ongoing interaction, recognize good performance, and 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). Complete [PRD 101 Training](#) available on LinkedIn Learning.

In addition to the final 2021-2022 review, please note, this is the time when supervisors must also schedule and conduct their Expectations Setting meeting for the next PRD Cycle (April 2022 through March 2023). No forms are due to HR for the expectations setting meeting. 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/>

RESOURCES

- [Employee PRD Checklist](#)
- [Supervisor PRD Checklist](#)
- [Identify Development Needs](#)
- [Self-Assessment](#)

Should you have any questions or concerns, please do not hesitate to contact the [Office of Human Resources](#).

Regards,

Nitshu

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