

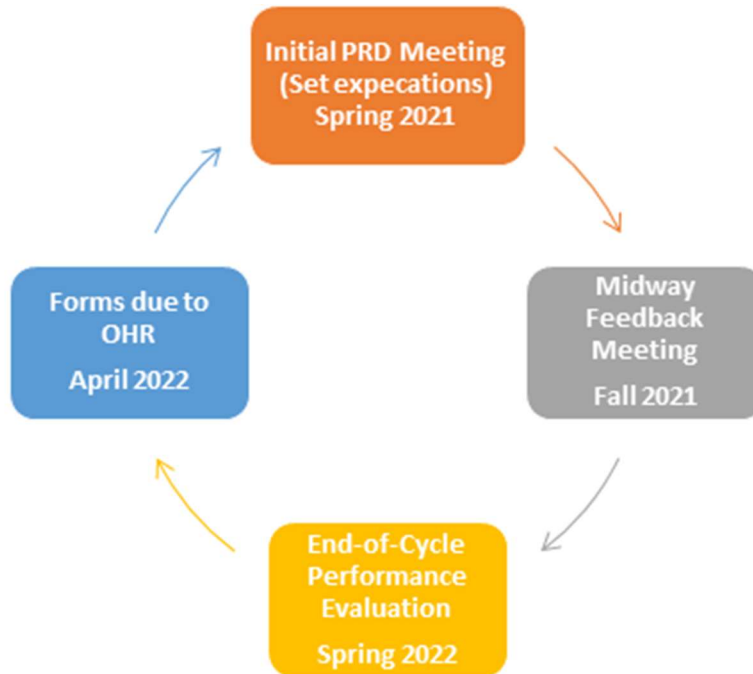


Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: November 23, 2021
SUBJECT: Midway Performance Review and Development (PRD)

Dear Colleagues,

It is that time of the year! The Performance Review and Development (PRD) process is the review process used at USG and UMCP for regular and CII staff. We are now at the Midway point of the PRD Cycle. The initial expectation meeting should have been conducted in Spring of 2021 (or ASAP for employees hired later in the year). The purpose of this halfway meeting is to review employee performance through the initial phase of the review period. This is a great opportunity to clarify expectations, and improve communication. We strongly encourage that the supervisor and employee consider looking at 2 to 3 key areas of responsibility, review performance expectations that may have been established at the beginning of the period in those areas, or any that have been added or amended since, and discuss the employee performance in each area. The employee is encouraged to conduct a Self-Assessment of their performance for discussion during the Midway Feedback Session.



In preparation for mid-year reviews, self-study training information on the PRD process and a supervisor supplemental module can be found on the [PRD 101 Learning Path](#). Additional PRD resources and forms are available on our [employee relations page](#).

Regards,

Nitshu

Nitshu Joshi, M.P.S.

Manager
Office of Human
Resources

The Universities at Shady Grove

9636 Gudelsky Drive, Building III, Office 3155

Rockville, MD 20850

T 301-738-6114 | F 301-738-6140

shadygrove.umd.edu

[USG HR BLOG](#)