



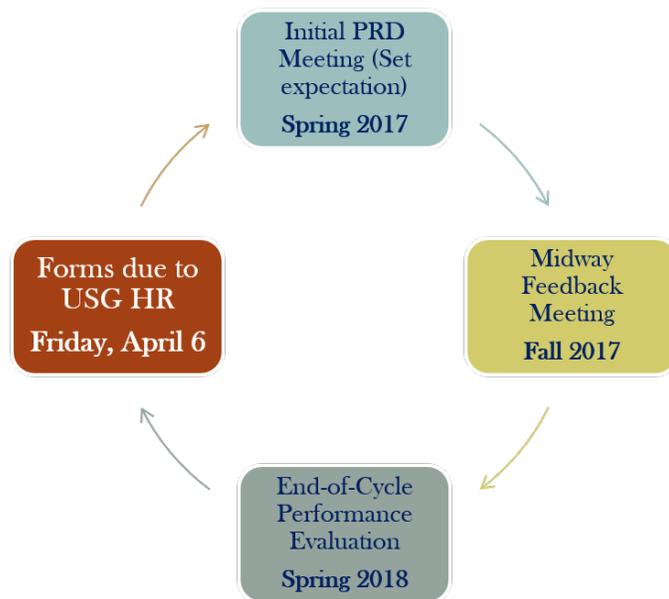
The Universities

AT SHADY GROVE

To: USG Staff
From: Office of Human Resources
Date: March 16, 2018
Subject: REMINDER: Performance Review and Development (PRD) Process

PRD stands for Performance Review and Development. The PRD process is the annual performance review process used at USG and UMCP for Regular and CII staff employees.

Completed PRD forms, including the Annual Training and Development form, are due to the Office of Human Resources (OHR) no later than **Friday, April 06, 2018**



Performance Review and Development (PRD) Cycle

The PRD process begins and ends in March. We are now at the End-of-Cycle point of the PRD cycle. The initial expectation-setting meeting should have been conducted in Spring 2017 (or ASAP for new employees hired later in the year), and the mid-year feedback meeting should have been held around November.

PRD forms for both Exempt and Nonexempt staff, including an optional self-evaluation form and the annual training and development form, are available on the [OHR employee relations forms page](#).

For any questions or concerns, please contact [OHR](#).