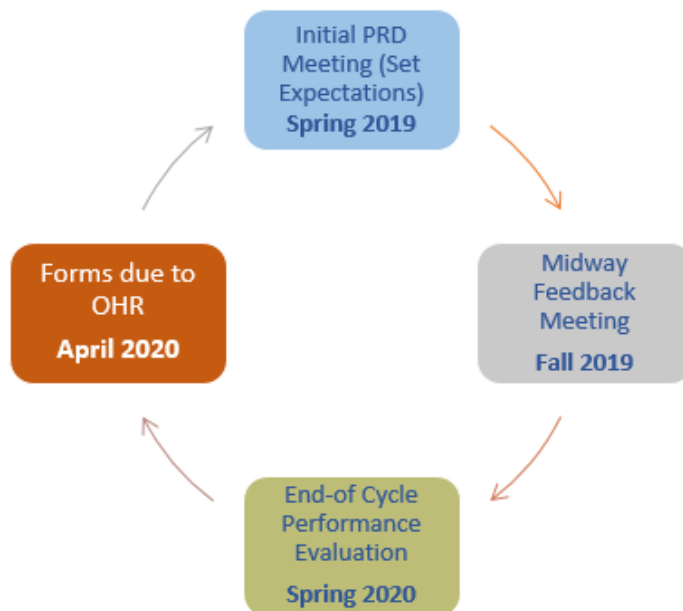


To: USG Staff
From: Office of Human Resources
Date: February 24, 2020
Subject: Performance Review and Development (PRD) Training

The Performance Review & Development (PRD) Cycle (April 2019 through March 2020) is quickly approaching. Supervisors are encouraged to begin preparing to conduct final PRD evaluations.

The Office of Human Resources (OHR) will be hosting a Performance Review and Development (PRD) training on **Monday, March 09, 2020**. All new supervisors and new employees are required to attend this training before participating in the PRD process. All other employees are strongly encouraged to attend this training session. Additionally, we will be offering the Family Medical Leave Act (FMLA) training on this day.

Please use this link to register for both the training sessions: [Register Now](#)



Performance Review and Development (PRD) Cycle

As you know, PRD's are mandatory for all regular and Contingent II staff. We are now at the End-of-Cycle point of the PRD cycle. The initial expectation-setting meeting should have been conducted in Spring 2019 (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 the [Office of Human Resources](#).