



The Universities

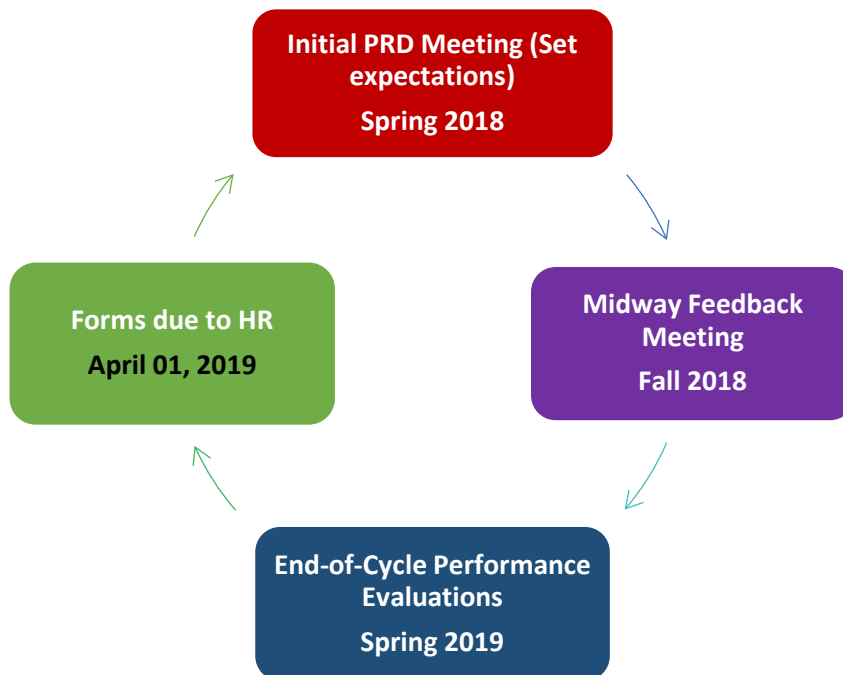
AT SHADY GROVE

To: USG Staff
From: Office of Human Resources
Date: February 07, 2019
Subject: Performance Review and Development (PRD) Training

The Performance Review & Development (PRD) Cycle (April 2018 through March 2019) 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 **Friday, March 08, 2019**. New supervisors and employees are required to attend PRD training and other supervisory modules such as the Performance Improvement Plan (PIP), Managing Time and Attendance, The Disciplinary Process, and the Family Medical Leave Act (FMLA) before participating in the PRD process. All other employees are strongly encouraged to attend this training session.

Please use this link to register: [Register Now](#).



Performance Review and Development (PRD) Cycle

As you know, PRD's are mandatory for all regular and Contingent II staff. Please note, all PRD forms are due to the Office of Human Resources (OHR) no later than **Monday, April 01, 2019**.

For any questions or concerns, please contact the [Office of Human Resources](#).