

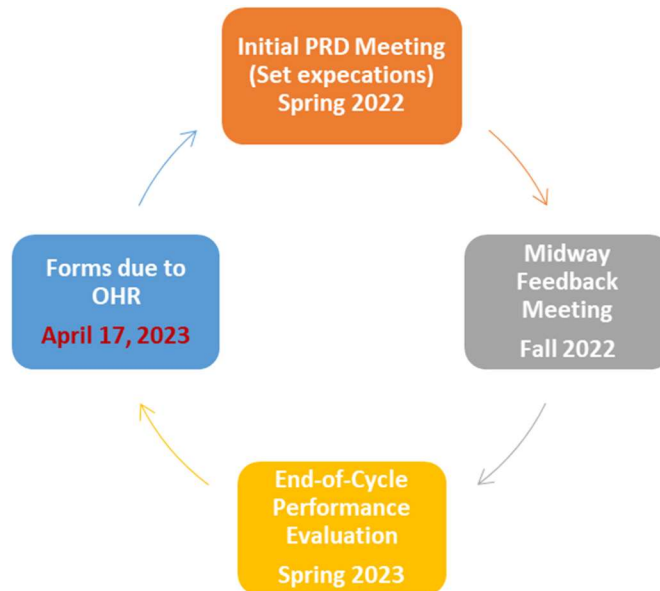


Memorandum

TO: USG Staff
FROM: The Office of Strategic Human Resources
DATE: March 21, 2023
SUBJECT: Performance Review and Development (PRD) Guidelines

Dear Colleagues,

The Performance Review and Development (PRD) Cycle (April 2022 through March 2023) 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 Strategic Human Resources by the close of business **Monday, April 17, 2023**.



Performance Review and Development Cycle

It is important to understand that PRD is a mechanism to provide ongoing feedback, 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](#) is available on LinkedIn Learning. You will need your UMD credentials to log in.

In addition to the final 2022-2023 review, please note, this is the time when supervisors must also schedule and conduct their Expectations Setting meeting for the next PRD Cycle (April 2023 through March 2024). 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, please do not hesitate to contact the [Office of Strategic Human Resources](#).

Regards,

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