Performance Review & Planning Process Cycle

The PR&P process is a 12-month cycle that is completed annually. Each activity that is shown in green has a corresponding section of the PR&P Form to complete shown in blue. To help you along the way, there are also various resources, which are noted in yellow.

- **Month 1**
  - **On-going Discussion & Dialogue**
    - A minimum of quarterly meetings recommended

- **Month 12**
  - Completed PR&P Form is submitted to Human Resources

### Activity
- PR&P Planning Meeting
  - Employee & supervisor meet to plan the next 12 months
- Monitoring and tracking status of performance goals
- Monitoring and tracking achievements, accomplishments and challenges
- PR&P Annual Meeting
  - Employee and supervisor meet just before the end of the 12-month cycle to complete the PR&P form.

### PR&P Form
- **Section I - PR&P**
  - Listing Performance Goals for the upcoming 12 month period
- **Section II - Annual Achievements**
  - Summary of Accomplishments, Achievements, Challenges and corresponding discussions and comments
- **Section III - Employee Development Plan**
- **Section IV - Employee Suggestions for Departmental Improvement**

### Resources
- **Quick Tips**
  - Worksheet #1: Creating a Goal Statement
  - SMART Goals in Employee Toolkit
- **Worksheet #2:**
  - Status of Goals
  - Quarterly Meetings between employee and supervisor
- **Worksheet #3:**
  - Annual Achievements
- **Quick Tips**
  - Worksheet #4:
    - Employee Development
  - Quick Tips