

## Office of Human Resources

### **All Supervisors Welcome**

### Effective Performance Assessments

### **Concepts & Procedures**

February 21, 2012 ♦ 8 am to 10 am

*Wells Conference Center, Room 2*

March 7, 2012 ♦ 9 am to 11 am

*Wells Conference Center, Room 2*

March 21, 2012 ♦ 1 pm to 3pm

*Buchanan Alumni House*

### **To RSVP**

Please call 581-2362 or email [hr-um@maine.edu](mailto:hr-um@maine.edu)

**W**hat can an effective performance assessment do for you and your team?

- Provide feedback on accomplishments and areas in need of improvement
- Establish mutually understood performance expectations/goals
- Develop a plan for maintaining job performance at a satisfactory level or for improving performance
- Set performance goals improving performance, effectiveness & efficiency

The University of Maine's FY 11-12 goal for completed performance assessment for hourly and salaried employees is 100%!

[www.umaine.edu/hr](http://www.umaine.edu/hr)