MEMORANDUM

TO: Vice Presidents, Deans, Directors and Department Chairpersons

FROM: Jewel M. Washington, Assistant Vice President, University Human Resources


The University is at the end of the 2014-2015 Performance Review & Development review cycle (March 2014 through March 2015). **Supervisors in your departments should now be preparing to conduct final PRD evaluations for all Regular and Contingent 2 staff employees.** Instructions and applicable timelines for completing PRD evaluations are described below.

**PRD List (formerly referred to as “PRD Roster”)**

**Deadline: Friday, April 24, 2015**

- Final PRD performance reviews for Nonexempt and Exempt staff must be completed and reported to UHR by April 24, 2015. University policy requires that each Regular and C2 staff employee receive a PRD evaluation; reviews should be conducted in accordance with institutional policies and procedures. PRD policies and forms are available on the UHR website at: [uhr.umd.edu/prd-policies/](http://uhr.umd.edu/prd-policies/).

- Supervisors who complete PRDs are required to complete training on how to do a PRD. Any supervisor responsible for completing PRDs who has not completed PRD training should contact UHR at 301.405.0001 or 301.405.5651. More information on the PRD policy and process is available at: [uhr.umd.edu/staff-relations/training-requests/performance-review-and-development-prd/](http://uhr.umd.edu/staff-relations/training-requests/performance-review-and-development-prd/).

- This year, there is a new **PHR WOW** (Warehouse on the Web) report for your unit(s) to identify staff employees who must have a final PRD evaluation for the current review cycle. PHR Creators and Approvers with PHR WOW access may process the “PRD Report” located under the PHR Queries & Reports/Employees folder. Once the reports have finished processing, they should be exported to Excel. The spreadsheets should then be completed by inserting a “1” into the correct rating column for each employee. If an employee on the report is no longer employed at the university, place a “0” in the “Not Applicable” rating column; each employee on the list should have a “1” or a “0” in the appropriate column. If there is no rating reported for a particular employee, UHR will call to verify. For those not on the list, their names and ratings should be added to the BOTTOM of the spreadsheet.
• Each PRD List for your unit(s) should be completed by the responsible unit administrator. Returning the PRD List to UHR is a confirmation that each employee has had a final PRD review meeting, with the rating that is reported. The completed lists are due back to UHR by April 24, 2015. Please complete the List and email the final Excel document to Cynthia Trombly Allen (ctrombly@umd.edu). The data will be reported to the President and Cabinet.

• Please use this opportunity to discuss professional development for the coming PRD review cycle. In addition to UHR in-person training offerings, UHR offers the lynda.com e-learning library and the feedback from faculty and staff users has been tremendous. One way a supervisor can use this powerful tool effectively in the PRD process is to ask the employee to explore the lynda library and identify professional development topics both can agree to include in the PRD development plan. Suggest the employee add selections to their lynda playlist; encourage the sharing of completion certificates...watch the learning begin! Visit the Learning and Talent Development website or lyndatraining.umd.edu for more information.

For questions or additional information, please contact Cynthia Trombly Allen at 301-405-5686 or ctrombly@umd.edu.

Thank you for your assistance with this matter.