

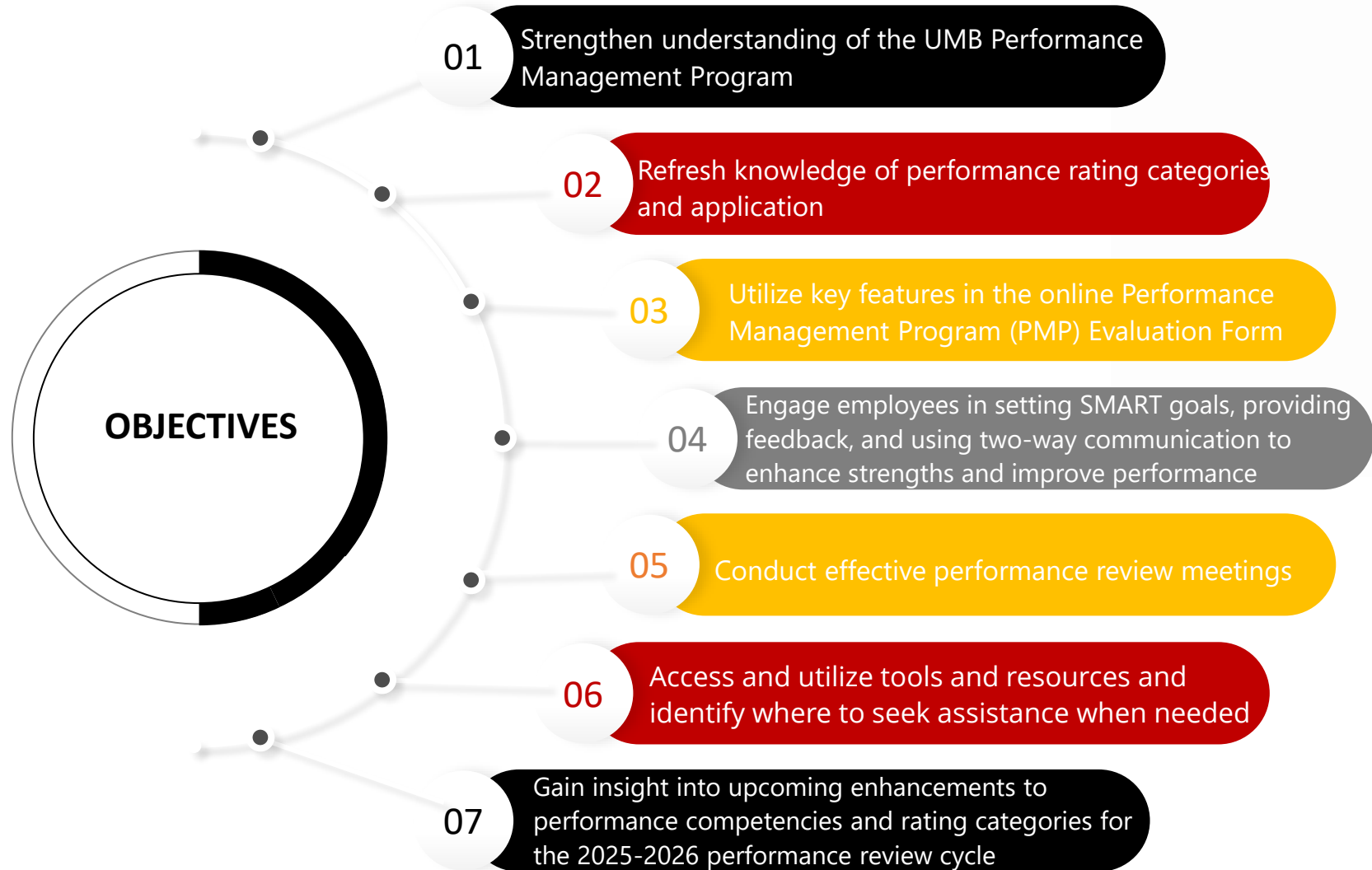
UMB PERFORMANCE MANAGEMENT PROGRAM

SUPERVISOR REFRESHER

This document in its entirety is guidance. It is not intended to replace existing policies, procedures, practices, or MOUs.

March 2025 – April 2025

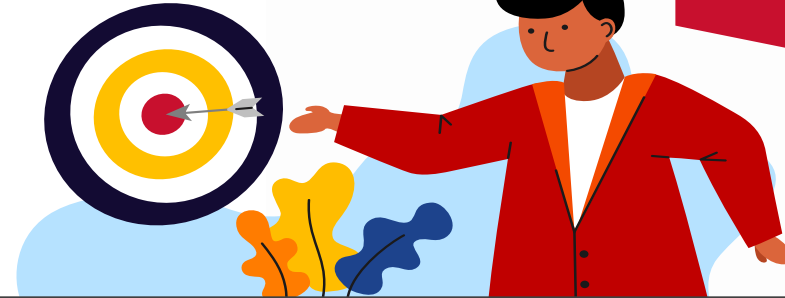






Vision

1. Excel as a pre-eminent institution in its missions to educate professionals.
2. Become a dominant economic leader through innovation, entrepreneurship, philanthropy, & interdisciplinary & interprofessional teamwork.
3. The University will be a beacon to the world as an environment for learning and discovery that is rich in diversity and inclusion.
4. The University will be a vibrant community where students, faculty, staff, visitors, and neighbors are engaged intellectually, culturally, and socially.



Mission

To improve the human condition and serve the public good of Maryland and society at-large through education, research, clinical care, and service.

UMB Core Values

Respect and Integrity | Wellbeing Sustainability
Equity and Justice | Innovation and Discovery

Performance Management Program

Paper to Electronic

Design and implement a multi-phased approach to evaluate and improve the current performance management process and tools used for the University of Maryland, Baltimore (UMB).

Workflows & Capabilities

Enhanced Workflows, Capabilities, and Merit Framework for Eligible Employees When Applicable.

Performance Management Program

Program Name Change, Enhanced Tools and Resources.



UNIVERSITY of MARYLAND BALTIMORE		Performance Evaluation Form	
A. EMPLOYEE INFORMATION			
Employee Name	Employee Title	Supervisor Name	Supervisor Title
Employee ID	Department	Division	Unit
Employee Address	Employee Phone	Employee Email	Employee Fax
B. OPERATIONAL OBJECTIVES			
1. Objective	Rating	Comments	
2. Objective	Rating	Comments	
3. Objective	Rating	Comments	

Printed on December 15, 2022 Page 1 of 2

What's in a Name?

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Why Did We Make the Change?

- **Previous Name:** Performance Development Program (PDP)
New Name: Performance Management Program (PMP)
- **Reasons for the Change:**
 - **Policy Alignment:** To align with University and System policy.
 - **Clarifying Intent:**
 - For many, “Development” implied fixing deficiencies or improvement plans.
 - “Management” signals a comprehensive framework for managing performance, productivity, and outcomes.
 - **Focused Approach:** Emphasizes tools, resources, and support for both staff and supervisors.



Performance Management Program Overview

The Performance Management Program Has Not Changed

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Structure

The Performance Management Program provides a structure for employees and supervisors to communicate about performance and plan for professional development.



Expectations

Effective performance evaluation involves communication between the employee and the supervisor concerning expectations, goals, and the standards for measuring performance.



The UMB PMP

The Performance Management Program (PMP) is UMB's formal process for employee evaluation and development. **Participating in the PMP process is a critical responsibility for every supervisor, and it is expected that an evaluation be completed at the end of the performance cycle for all eligible employees.** By using the process, employees are clear about goals, objectives, and expectations that are essential to an employee's development and overall success.

Important Cycle Dates

April 1st – March 31st

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Performance Management Cycle: April 1 st – March 31 st					
Employee Class	Performance Planning <i>(Phase 1)</i>	Performance Feedback and Development <i>(Phase 2)</i>	Mid-Cycle Review <i>(Phase 2)</i>	Employee Self-Evaluation <i>(Phase 3)</i>	Performance Evaluation Due <i>(Phase 3)</i>
Non-Exempt	May 1 st – May 31 st	Ongoing	October	Determined by Supervisor	April 30 th
Exempt	June 1 st – June 30 th	Ongoing	November 30 th	Determined by Supervisor	June 1 st

Who Receives an Evaluation?

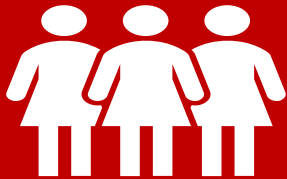
ELIGIBILITY

Employees who have been in their position for at least 120 days by the end of the cycle (March 31, 2025) and are either:

- Non-Exempt
- Exempt
- Contingent II

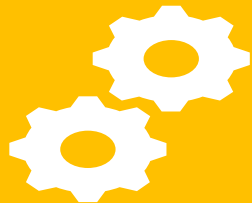
For the 2024 – 2025 cycle, must have been hired by 12/1/2024

What's New?



Name Alignment

Performance Management Program (PMP) - Updated to align to ensure consistency with USM policy VII - 5.20.



Technological Enhancements

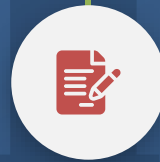
Text wrapping and expanded Information Icons (signature definitions, examples, etc.)

What's Next?

2025-2026

- Streamlined Rating Categories from 5 to 3
- More Clearly Defined Competencies for Supervisors and Staff

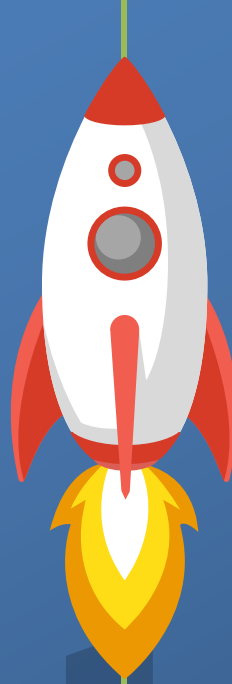
04
Mission



05
Mission

2026-2027

Quantum Human Capital Management (HCM) Oracle Integration



Phase 1: The Performance Planning Period



- **Non-Exempt: May 1st – May 31st**
- **Exempt: June 1st – June 30th**


Phase 1: Performance Planning

Establish Operational Objectives and Learning Goals

- ✓ Discuss goals and objectives that relate to the functional job description and the operational needs of the department.
- ✓ Linked to the position, not the person.
- ✓ Write at the level of “Meets Standards”.
- ✓ Communicate the plan.

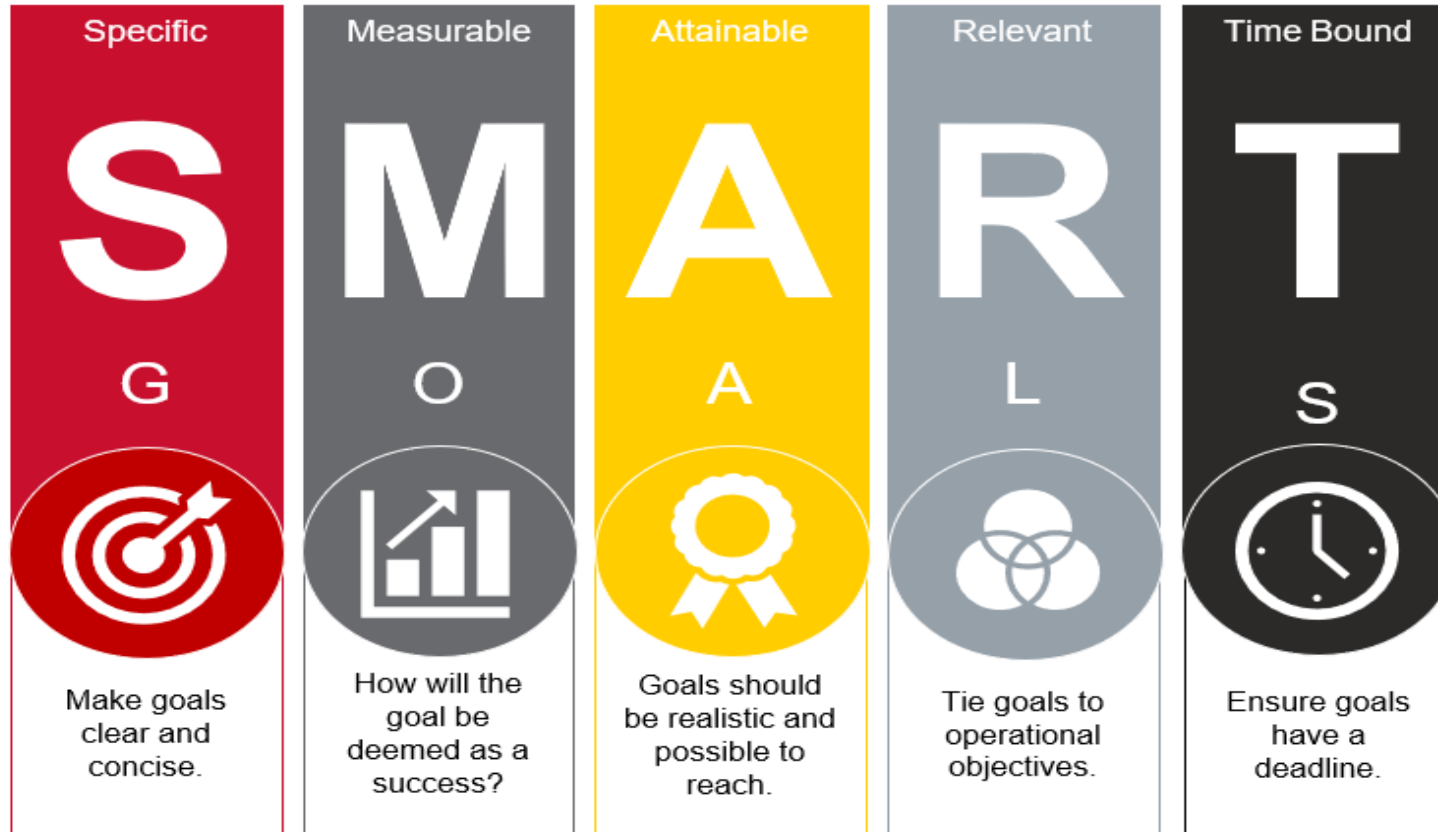
Identify Performance Measures

Determine how employees will be assessed on their performance of operational objectives and learning goals.

 **Helpful Tip:** Use words like make, increase, save, develop, improve, reduce, implement, monitor, etc.

Setting SMART Goals & Objectives

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TIPS

- ✓ An **objective** is a specific, tangible step you take in accomplishing a long-term goal
- ✓ The **goal** is the destination, while objectives are the actions required to reach it
- ✓ Identify learning opportunities
- ✓ Many resources/opportunities:
 - eLearning: umaryland.percipio.com
 - Committee participation
 - Conference attendance
 - Job shadowing/coaching
 - Employee Assistance Program (EAP)

Phase 1: Performance Planning

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Name	Title	Empl Class	Form or Evaluation Summary	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Req'd
Jane Smith	Human Resource Associate 1	Non-Ex	2024-2025 Annual Eval Form	✓	✓	✓	Approved Lisbet Escobar	✓	Self-Eval 2024 - 2025 Operational Obi (0) 2025 - 2026 Learning Goals (0) 2025 - 2026 Supplemental Goals (0)	N/A

Select the
Links to
Create
Objectives
& Goals

Reminder: Goals and objectives should be created during the planning period. The end of the cycle is not the time to create goals and objectives.

Phase 1: Performance Planning

Objectives

UMB Performance Evaluation - Operational Objectives for Evaluation Year 2025 - 2026

Add operational objectives for the next evaluation cycle.

Objectives are clearly defined outcomes that are aligned with the goals of the unit or UMB as a whole; have an impact on departmental operations; are measurable and can be achieved during the cycle identified. This can also include information directly from the employee's job description.

Jane Smith

Objective

Enter Objective

Save Operational Objectives

+ Add Objective

Add Objectives Here

Goals

UMB Performance Evaluation - Learning Goals and Development Plan for Evaluation Year 2025 - 2026

Add Learning Goals below to pre-fill next year's evaluation.

Jane Smith

Learning goal/development activity:

Activity Category

Activity:

Remove This Objective

Respect and Integrity
Well-being and Sustainability
Equity and Justice
Innovation and Discovery

Core Values Updated for Use

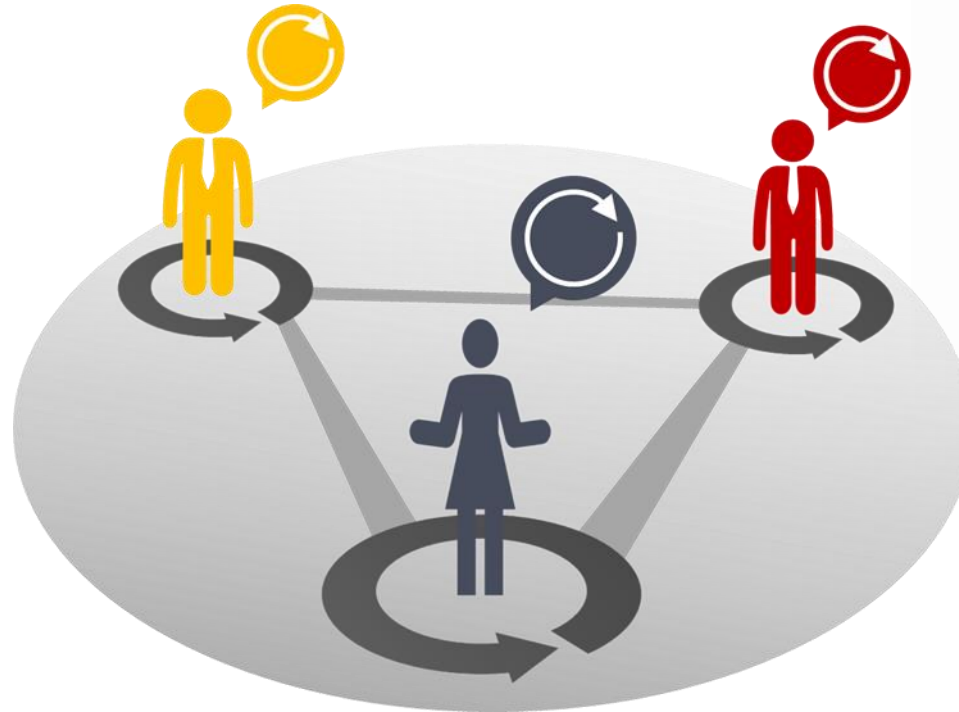
Save Learning Goals and Development Plan

+ Add Goal

Add Goals Here

Phase 2: Performance Feedback & Development

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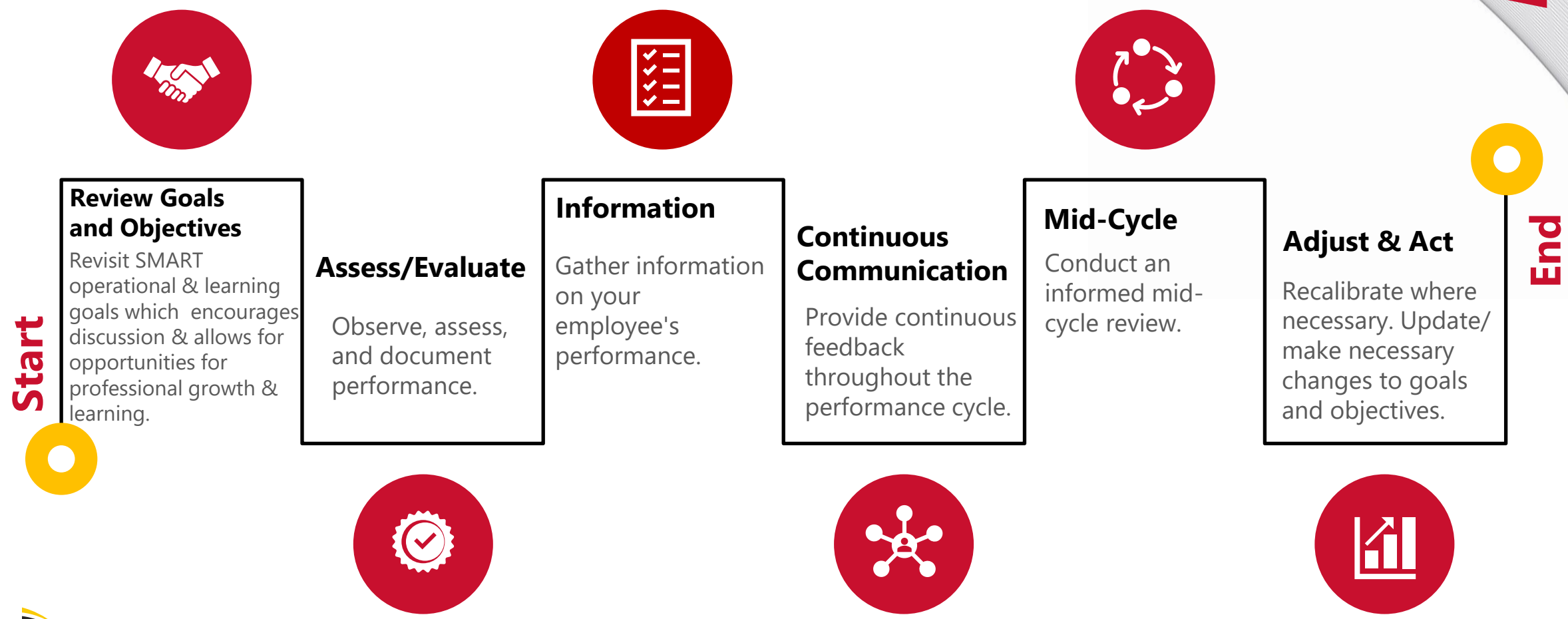


Non-Exempt & Exempt: Ongoing

Phase 2: Performance Feedback & Development

Feedback Roadmap

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Mid-Cycle Reviews

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01

Required for Non-Exempt Employees

At approximately the mid-point of the evaluation cycle (4/1/25 – 3/31/26) – October.

02

Exempt Employees Strongly Encouraged

All employees like to know how they are doing. Engaging in these discussions help promote continuous progress.

03

Opportunity to Provide Formal Feedback

Chance to acknowledge success & discuss areas needing improvement and learning activities to assist.

04

Conduct When there are Changes in Personnel

Strengthens the relationship between manager and staff.

05

Use to Construct Annual Evaluation

Avoid surprises during the annual review. Helps to mitigate grievances. Alleviate pressure.

06

Promotes Accuracy of the Total Performance Picture

Keeping track of an employee's performance throughout the year helps to accurately inform the overall performance review.

07

Foster Employee Engagement Through Two-Way Feedback

Facilitates communication, provides developmental opportunities, promotes a relationship of reciprocity and accountability, and allows employees get support where needed and ensure annual goals are on track.

08

Frequent Two-Way Feedback

Frequent feedback equals better feedback. Employees who receive frequent feedback tend to be more engaged and invested in their performance. Improves results and performance.

Phase 3: Performance Evaluation



- **Non-Exempt: April 1st – April 30th**
- **Exempt: April 1st – June 1st**

The Employee Self-Evaluation



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Optional for Employees

Non-Exempt Evaluations Due: 4/1/25 – 4/30/25

Self-Evaluation Due Date: Determined by Supervisor

Exempt Employee Evaluations Due: 4/1/25 – 6/1/25

Self-Evaluation Due Date: Determined by Supervisor

- ✓ Use Self Evaluation Form in PMP Platform
- ✓ Review, Consider, & Use Information
- ✓ Avoid Copying and Pasting

Employee self-evaluations are a tool for staff to review and note their work performance. They boost growth and awareness and gives managers insight into staff's self-perceived strengths and weaknesses.

The copy function in the system is for convenience and reference purposes only. **Supervisors are not permitted to copy input verbatim from the employee's self-evaluation into the official evaluation and are required to independently evaluate performance. The supervisor's observations and the employee's self-assessment along with additional feedback can be used to create a comprehensive review.** This method promotes unbiased and meaningful feedback, aligning with our values of *Respect and Integrity, Innovation and Discovery, Equity and Justice*, and our commitment to continuous improvement.

Self Evaluation Do's and Don'ts

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DO'S

Use Self-Evaluations to Understand Perspectives



Do Assess Independently



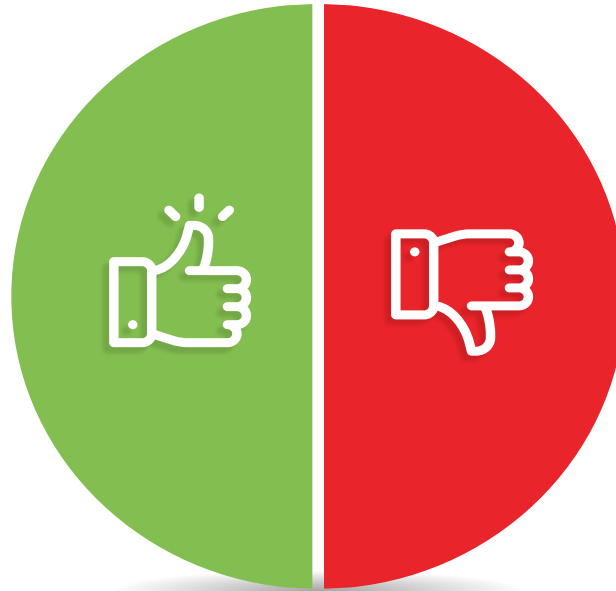
Do Integrate Feedback



Do Provide Constructive Feedback



Do Foster Open Dialogue



DON'TS



Don't Copy Verbatim



Don't Ignore the Employee's Perspective



Don't Skip the Details



Don't Forget to be Open to Feedback



Don't Neglect the Process

Who Can Complete A Non-Exempt Evaluation?

For AFSCME represented Non-Exempt Employees:

- Per the MOU, “Evaluations shall be **completed by a supervisor or manager who has served in that capacity for at least five (5) months**. If the employee’s supervisor or manager has not served in that capacity for at least five (5) months, feedback will be solicited by the employee’s supervisor from the next higher-level supervisor or manager who has, or from Human Resources”



RATER ERRORS

Consistency Errors

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LENIENCY

Everyone is
OUTSTANDING. Inflated
Ratings.

02



01

HALO/HORN EFFECT

Highly competent or incompetent in one area, and the supervisor rates the employee correspondingly high or low in all areas.

STRICTNESS

Everyone is Below
Standards regardless of
performance.

04



03

CENTRAL TENDENCY

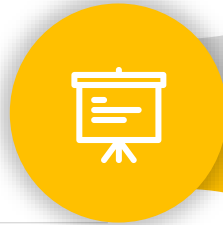
Everyone is Meets Standards regardless of performance.

05

FIRST IMPRESSION

Only consider initial favourable or unfavourable impression.

06



07

SIMILAR TO ME EFFECT

More favourably judge those similar to me (you). Think about style vs. right or wrong...



HOW TO MINIMIZE RATER ERRORS

Ask Yourself These Questions...

Document, Document, Document!

Is my rating based on documentation of my observations?

.....

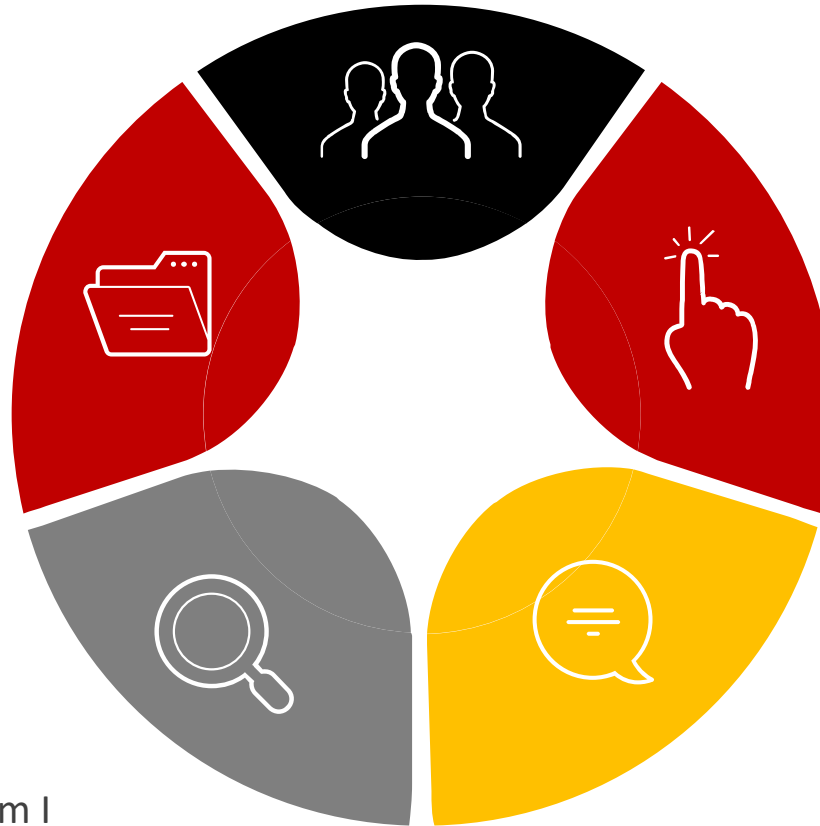
Avoid Generalizations

Am I evaluating each competency separately or generalizing?

.....

Full Scope of Performance

Am I evaluating performance over the course of the performance period or am I using initial/ recent perceptions?



Unconscious Bias Check

Do I have unconscious biases that are influencing my judgments?

.....

We Only Want the Facts!

Have I rated this employee on their actual behavior, or have I rated them on something else (others)?

Rating Categories: 2024 – 2025 Evaluation

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UMB Performance Evaluation Rating Categories Expanded

Outstanding: The employee's work **consistently exceeded expectations**. This rating is for an employee who not only fully meets but also consistently surpasses job expectations in all areas. For this rating, the supervisor must provide specific instances where the employee delivered exceptional work that added significant value to the team or institution on the evaluation form. This could include but is not limited to taking on extra responsibilities, innovating processes, or consistently achieving high-quality outcomes.

Above Standards: The **majority** of the employee's **work exceeded** expectations. This is for an employee whose performance exceeds expectations in many—but not necessarily all—areas of their job. For this rating, the supervisor must provide examples of key areas where the employee has gone beyond the norm on the evaluation form. This may include but is not limited to completing tasks ahead of schedule, demonstrating strong initiative, or significantly contributing to team goals more often than not.

Meets Standards: Performance **fully met** the established job expectations and may have periodically exceeded expectations. This is not to say that everything is perfect. **This rating is for an employee who reliably achieves what is expected in their role.** They may occasionally exceed expectations, but this is not consistent. For this rating, the supervisor should review the established job expectations and document how the employee met them on the evaluation form. They may also note occasional instances of higher performance, but these should not be the norm.

Below Standards: Performance met **some** of the job expectations but did **not fully** meet the established measures. Supervisors should use this rating when an employee has shown they can perform the job to some degree but falls short in certain aspects. For this rating, the supervisor should identify which job expectations are not being met and must provide examples of this underperformance on the evaluation form. This rating must be accompanied by a Performance Improvement Plan (PIP) to help the employee improve that outlines the areas needing attention and the support they'll receive to help meet expectations.

Unsatisfactory: Performance **generally failed** to meet the established expectations or required frequent, close supervision and/or the redoing of work. This rating is for when an employee frequently fails to meet job expectations. For this rating, the supervisor must document specific instances where the employee failed to meet expectations, needed additional supervision and/or had to redo their work on the evaluation form. This rating must be accompanied by a Performance Improvement Plan (PIP) to help the employee improve that outlines the areas needing attention and the support they'll receive to help meet expectations.

Overall Ratings Below “Meets Standards”



You Must:

Implement a Performance Improvement Plan (PIP) within 30 days of the rating.

What Is A PIP?

A PIP is a documented plan that communicates performance expectations, where an employee is not meeting the expectation and instructions on what must be done to correct deficiencies and the timeframe in which it should be accomplished.

PIP Steps:

- Contact E/LR (6-7302)
- Establish Timeframes & Resources
- Complete PIP Template
- Meet Regularly With Employee As Planned

Rating Employee Performance

Scenario One:

Professional Widget Maker, Michelle, is assigned to make 30 widgets every month. She comes in every day as scheduled—on time, on task, and on a mission to ensure that she makes her 30 widgets by the last day of each month. Amazingly, no matter what (NO MATTER WHAT), without fail, Michelle makes 30 widgets by the end of each month. It doesn't matter how many days are in the month (30 days, 31 days, 28 days, or 29 days); she hits her target every time. Under Michelle's watch, 30 widgets are made each month by the last day of the month.

MEETS STANDARDS

Rating Employee Performance Cont'd.

Scenario Two:

Administrative Assistant, Collin, is assigned to perform administrative duties accurately and in a timely manner. One of Collin's duties is to schedule appointments for his supervisor. Another is to check the mail daily and distribute it to the appropriate party. Lastly, Collin is responsible for paying the invoices (bills) that come in before they are due. When scheduling appointments, Collin often misses important details. He schedules the meetings on the right date and time but with the wrong people, or he schedules the meeting with the right people on the right date but in the wrong location. Additionally, Collin frequently checks the mail only one to two days per week. To be fair, there was one month out of the year when he checked the mail five days per week. During all other months, he checked the mail one to two days per week and distributed it late, resulting in bills not being paid on time. Furthermore, when a new series is on TV, Collin tends to let the bills pile up and does not pay them on time so that he can catch up on his show. He leaves work before the end of the day and extends his lunch breaks to an hour and a half, while the work phone rings unanswered.

UNSATISFACTORY

Rating Employee Performance Cont'd.

Scenario Three:

Environmental Services employee, Jack, arrives at work on time every day as scheduled. He is assigned to the Lexington building on campus, where he completes all of his assigned floors before the end of his shift. He adheres to all safety protocols and reports any potential safety hazards he encounters. He voluntarily participates in the Safety Committee and actively makes meaningful recommendations. Because he often finishes his work early, he proactively approaches his supervisor to inquire if there are additional tasks he can assist with, thereby supporting his coworkers and the department. In his efforts to aid his colleagues, he devised a new method to complete work more quickly and efficiently. After sharing these innovative ideas with his supervisor (Innovation and Discovery), the supervisor implemented his suggestions, leading to more effective work processes. Jack consistently receives numerous compliments for the quality of his work.

Performance Evaluation Ratings

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Non-Exempt Evaluations Defaulting to Meets Standards

Per the MOU for Non-Exempt Employees:

- “If the annual evaluation of the employee’s performance has been assessed as “Below Standards” or “Unsatisfactory” and a mid-cycle discussion did not take place, the employee’s evaluation will automatically be assessed at the “Meets Standards” level for this rating”.
 - The system will not automatically assign the “Meets Standards” rating. Supervisors must mark overdue evaluations as “Meets Standards” in the online PMP portal.
- “Evaluations shall be completed and signed by employees by April 30th”. Failure to meet the deadline will result in the overall evaluation defaulting to “Meets Standards”.

Exempt Evaluations Defaulting to Meets Standards

Per UMB Policy VII-5.20(A) – UMB Policy on the Performance Management Process:

- “In the event that the supervisor fails to complete an evaluation for an employee by the designated deadline, that employee will be considered to have met standards for the purposes of merit pay.”

Meeting With the Employee



Supervisors are required to meet with each employee to review the evaluation



Provide a copy of the evaluation at least 3 days in advance



Conduct the meeting in a private location



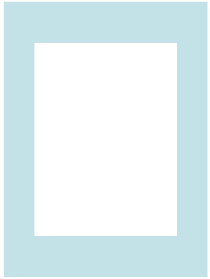
Be open to feedback from your employee

What If I Find Myself At A Crossroads?



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What To Do If There Is A Disagreement With the Evaluation



AGREE



DISAGREE

It is recommended that employees first express their disagreement with their supervisor (try to resolve informally) or follow the chain of command. This may be done through conversation or through comments on the evaluation form.

Accessing the UMB PMP Online Portal

Accessing the UMB PMP Online Portal

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Access via the Human Resources (HR) - ELR PMP Website & the myUMB portal TODAY!

Human Resource Services

About HRS

Jobs

New Employees

Current Employees

Job Descriptions

Benefits

Well-Being at UMB

Employee Learning and Development

Employee and Labor Relations

Employment Administration

Performance Management Program

2023-2024 PMP Resources for Staff

2023-2024 PMP Resources for Supervisors

Rating Periods

Grievances, Complaints, and Memorandums of Understanding

Leave Administration

Political Activity for UMB Employees


Performance Management Program

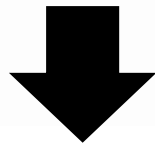
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Performance Management Cycle: April 1st – March 31st

Employee Class	Performance Planning	Employee Self-Evaluation Due	Performance Feedback & Development	Mid-Cycle Review Due	Performance Evaluation Due
Non-Exempt	May 1 st – May 31 st	Determined by Supervisor	Ongoing	October	April 30 th
Exempt	June 1 st – June 30 th	Determined by Supervisor	Ongoing	November 30 th	June 1 st

Access the UMB PMP Evaluation

 myUMB

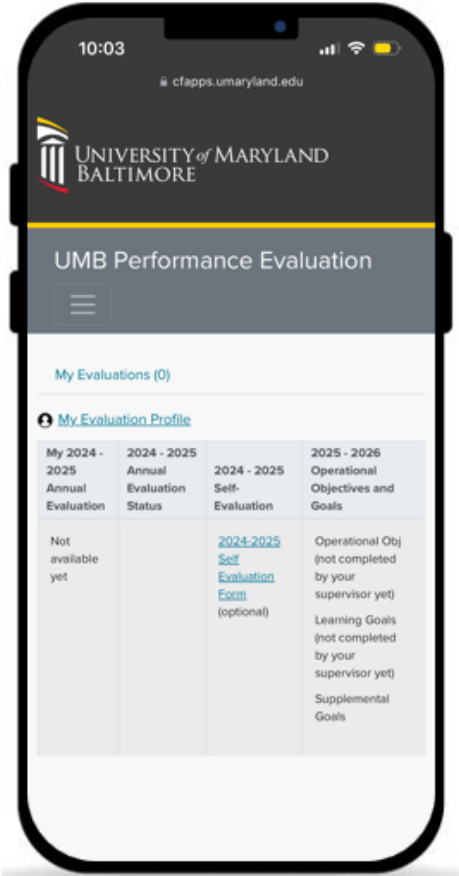
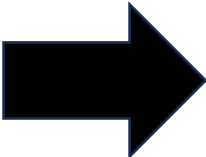
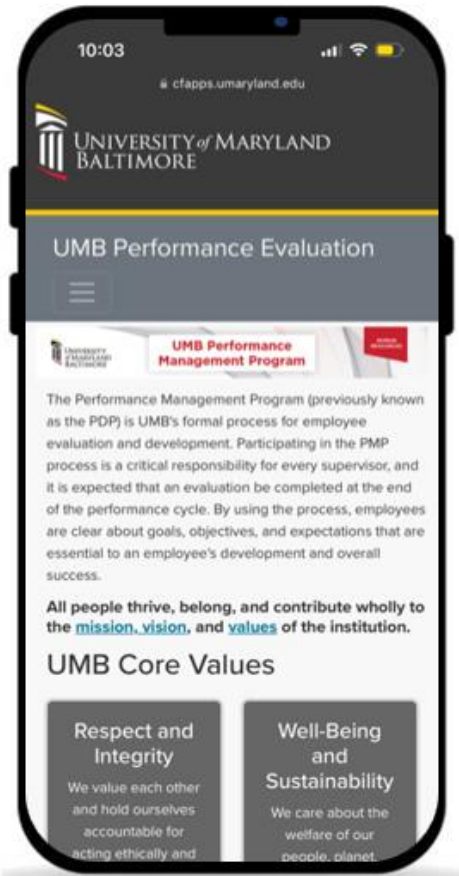


 HR

My Leave Inquiry

UMB PMP Evaluation Form

Mobile Friendly



My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
Not available yet		2024-2025 Self-Evaluation Form (optional)	Operational Obj (not completed by your supervisor yet) Learning Goals (not completed by your supervisor yet) Supplemental Goals





**Recommended for Reviewing and Signing*

Completing the Online Annual Evaluation Form

PMP Evaluation




KEY TERMS

-  **Supervisor of Record:** The direct supervisor of the employee.
-  **Other Rating Official:** A designated individual, other than the supervisor of record, who has knowledge of the employee's work and is able to effectively and accurately assess the employee's performance.
-  **2nd Level Reviewer:** Typically, the next level supervisor in the employee's chain of command or a higher-level supervisor who is responsible for reviewing and approving the performance evaluation to ensure consistency, fairness, and alignment with institutional policies and standards. May also be a specific individual designated by each School/Administrative Unit.
-  **Final Reviewer (Predetermined or Optional):** Typically, an HR representative, who verifies the evaluation's consistency and compliance with the School/Administrative Unit's criteria. The Final Reviewer does not rate, approve, or sign the evaluation, but instead accepts or denies the evaluation in adherence to relevant procedures and standards.

Landing Page

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Core Values



The Performance Management process is a shared responsibility for every supervisor and employee to ensure the achievement of organizational objectives, and expectations.

All people thrive, belong, and grow.

UMB Core Values

Respect and Integrity

We value each other and hold ourselves accountable for acting ethically and transparently using compassion and empathy.

Well-Being and Sustainability

We care about the welfare of our people, planet, communities, and University.

Equity and Justice

We embrace and are committed to diversity, and we value inclusive and just communities. We oppose racism and oppression in all their forms.

Innovation and Discovery

We imagine and explore new and improved ways to accomplish our mission through education, research, clinical care, and service.

☐ I have had the opportunity to review UMB's Core Values. To access the PDP Dashboard, select the "Click Here" button below.

[Click Here](#)

HUMAN RESOURCES

Participating in the PMP process is a critical process, employees are clear about goals,

Innovation and Discovery

We imagine and explore new and improved ways to accomplish our mission through education, research, clinical care, and service.

By acting on our core values, using the PMP process, we are supported to succeed."



UNIVERSITY of MARYLAND
BALTIMORE

UMB Performance Evaluation

Dashboard

Staff Instructions







UNIVERSITY of MARYLAND
BALTIMORE

UMB Performance Management Program

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Evaluation Period: 2024 - 2025											
<div>My Direct Reports</div> <div>Other Rating Official (0)</div> <div>2nd Lever Reviewer (0)</div> <div>Final Reviewer Queue (0)</div> <div>My Evaluations (0)</div>											
	Name	Title	Empl Class	Form	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Reqd
	 Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form (Self-Eval Available)	Not Started					2024 – 2025 Self Eval Operational Obj (0) 2025 – 2026 Learning Goals (0) 2025 – 2026 Supplemental Goals (0)	N/A
	 John Smith	Dir, Human Resources	Exempt	2024-2025 Annual Eval Form	Not Started					2024 – 2025 Self Eval Operational Obj (0) 2025 – 2026 Learning Goals (0) 2025 – 2026 Supplemental Goals (0)	N/A

Access
Employee's
Prior PMP
Documents

Self-Evaluation
Completed

Self-Evaluation
Not Completed

Dashboard Cont'd.

Access
Employee's Prior
PMP Documents

My Direct Reports

Other Rating Official (0)2nd Level Reviewer (0)Final Reviewer Queue (0)My Evaluations (0)

Evaluation Period: 2024 - 2025

	Name	Title	Empl Class	Form or Evaluation Summary	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)
	Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form (Self-Eval Available)	Not Started					Self-Eval 2025 - 2026 Operational Obj and Learning and Supplemental Goals

Jane Smith– Employee Profile

- Supervisor: Sunday Jones
- Dept: HRS
- Email: jane.smith@umaryland.edu

Employee Evaluation History

- [2023 – 2024 Annual](#)
- [2022 – 2023 Annual](#)

Self-Evaluation History

- [2024 – 2025 Self-Eval](#)
- [2023 – 2024 Self-Eval](#)
- [2022 – 2023 Self-Eval](#)

Mid-Year Evaluation History

- [2024 – 2025 Mid-Year](#)
- [2023 – 2024 Mid-Year](#)

Goals

Year: 2024 – 2025:

- Goal: Xxxx xxxxx xxxxx xxxxx xxxxx
- Goal: Xxxx xxxxx xxxxx xxxxx xxxxx

Objectives

Year: 2024 – 2025:

- Operational Objective: Xxxx xxxxx xxxxx xxxxx xxxxx

Employee Evaluations

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RESOURCES

My Direct Reports Other Rating Official (0) 2nd Lever Reviewer (0) Final Reviewer Queue (0) My Evaluations (0)											
Evaluation Period: 2024 - 2025											
	Name	Title	Empl Class	Form or Evaluation Summary	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Req'd
	Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form Self-Eval Available	Not Started					Self-Eval 2025 - 2026 Operational Obj and Learning and Supplemental Goals (available on 03/11/2025)	N/A
	John Smith	Dir, Human Resources	Exempt	2024-2025 Annual Eval Form	Not Started					Self-Eval 2025 - 2026 Operational Obj and Learning and Supplemental Goals (available on 03/11/2025)	N/A

To Begin
Evaluation,
Select Link

Employee Evaluation: Self-Evaluation Not Available

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Employee Information and Summary

UMB Performance Evaluation Form

John Smith has not started their 2024 - 2025 self-evaluation. If you would like to use the employee's self-evaluation as the basis for their 2024 - 2025 Performance Evaluation, you should ask the employee to complete a self-evaluation. Keep in mind, the self-evaluation is optional for the employee.

If the employee does not complete a self-evaluation, or you do not want to copy the employee's self-evaluation to use as a basis, you may start the evaluation form below. If you decide not to copy the evaluation and start the evaluation form below, you will not be able to copy the employee's self-evaluation at a later time.

Employee Information

Employee Last Name	Employee First Name	Mi	Employee ID#
Smith	John		012456
Job Title	School/Division	Department	
Director, Human Resources SOM Sr	<input type="text"/>	HRS	

Employee Evaluations

My Direct Reports Other Rating Official (0) 2nd Lever Reviewer (0) Final Reviewer Queue (0) My Evaluations (0)

Evaluation Period: 2024 - 2025

	Name	Title	Empl Class	Form or Evaluation Summary	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Reqd
	Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form (Self-Eval Available)	Not Started					Self-Eval 2025 - 2026 Operational Obj and Learning and Supplemental Goals (available on 03/11/2025)	N/A
	John Smith	Dir, Human Resources	Exempt	2024-2025 Annual Eval Form	Not Started					Self-Eval 2025 - 2026 Operational Obj and Learning and Supplemental Goals (available on 03/11/2025)	N/A

To Begin Evaluation, Select Link

Employee Evaluation: Self-Evaluation Available

Jane Smith has completed their 2024 - 2025 self-evaluation. Do you want to copy their self-evaluation and use it as a basis for their 2024 - 2025 annual performance evaluation? You will be able to edit the performance evaluation once it has been copied. Copying the employee evaluation will not affect the employee's self-evaluation.

Supervisors are not permitted to use an employee's self-evaluation verbatim as the employee's annual evaluation.

If you do not want to copy the employee's self-evaluation, you can start the evaluation form below. If you decide not to copy the evaluation and start the evaluation form below, you will not be able to copy the employee's self-evaluation at a later time.

Step 1: Click Here To Pre-View Employee's Self-Evaluation

Step 2: Click Here to Copy Employee's Self-Evaluation To Start Their 2024 - 2025 Evaluation

Preview Employee's Self
Evaluation to Determine
Whether to Copy Over

Step 1: Preview

Self-Evaluation	Employee Information	Review	Final
Self-Evaluation			
Employee Information			
Employee Last Name Smith	Employee First Name Jane	MI M	Employee ID# 012335
Job Title Specialist, Employee Rel Sr	School/Division Administration and Finance	Department HR	
Does this employee supervise other employees? <input type="radio"/> Yes <input checked="" type="radio"/> No	Type of Evaluation Annual	Period Covered 2024	
Supervisor of Record (Last Name, First Name) Sunday Jones	Supervisor of Record EMPL ID 012346	Supervisor of Record Email Address sunday.jones@umaryland.edu	Supervisor of Record Ext 410 706 7302
Operational Objectives			
Objective: Team Building			
Rating: <input type="radio"/> Outstanding <input type="radio"/> Above Standards <input checked="" type="radio"/> Meets Standards <input type="radio"/> Below Standards <input type="radio"/> Unsatisfactory <input type="radio"/> N/A			
Comments: Completing my day to day duties while also assisting my team when needed.			
Competencies			
Basic work factors: Quality of work, quantity of work and timeliness			
Rating: <input type="radio"/> Outstanding <input type="radio"/> Above Standards <input checked="" type="radio"/> Meets Standards <input type="radio"/> Below Standards <input type="radio"/> Unsatisfactory <input type="radio"/> N/A			
Comments:			
Work habits: Attendance and punctuality			
Rating: <input type="radio"/> Outstanding <input checked="" type="radio"/> Above Standards <input type="radio"/> Meets Standards <input type="radio"/> Below Standards <input type="radio"/> Unsatisfactory <input type="radio"/> N/A			
Comments:			
Interactions: Cooperation and teamwork, interpersonal relationships			
Rating: <input type="radio"/> Outstanding <input type="radio"/> Above Standards <input checked="" type="radio"/> Meets Standards <input type="radio"/> Below Standards <input type="radio"/> Unsatisfactory <input type="radio"/> N/A			
Comments:			
Customer service and/or public relations: Meeting customer expectations and representing UMB to the public			
Rating: <input type="radio"/> Outstanding <input checked="" type="radio"/> Above Standards <input type="radio"/> Meets Standards <input type="radio"/> Below Standards <input type="radio"/> Unsatisfactory <input type="radio"/> N/A			
Comments:			
Problem solving skills: Problem solving, handling challenges, creativity			

Rating: <input type="radio"/> Outstanding <input type="radio"/> Above Standards <input checked="" type="radio"/> Meets Standards <input type="radio"/> Below Standards <input type="radio"/> Unsatisfactory <input type="radio"/> N/A			
Comments:			
Learning Goals and Development			
Learning goal/development activity:			
Activity Category Customer Focus	Activity: To respond to customers within 24 hours.		
Rating: <input checked="" type="radio"/> Met <input type="radio"/> In-Process <input type="radio"/> Not Met <input type="radio"/> Not Applicable			
Learning goal/development activity:			
Activity Category Self-Development	Activity: Attended multiple trainings virtual and in person. Was able to gain more insight about FMA.		
Rating: <input checked="" type="radio"/> Met <input type="radio"/> In-Process <input type="radio"/> Not Met <input type="radio"/> Not Applicable			
Learning goal/development activity:			
Activity Category Drive for Results	Activity: Continue to ask questions and take notes to better understand my duties.		
Rating: <input type="radio"/> Met <input checked="" type="radio"/> In-Process <input type="radio"/> Not Met <input type="radio"/> Not Applicable			
Summary of Overall Performance			
Overall Rating and Comments:			
Overall Rating: <input type="radio"/> Outstanding <input type="radio"/> Above Standards <input checked="" type="radio"/> Meets Standards <input type="radio"/> Below Standards <input type="radio"/> Unsatisfactory <input type="radio"/> N/A			
Comments: I believe I am still learning each day and look forward to becoming an expert in my role.			
Signatures			
Employee signature: my signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.			
Employee Comments:			
Employee Name: Jane Smith	Employee Signature: <i>Jane Smith</i>	Employee Title: Specialist, Employee Rel Sr	Date: 04/02/2025
Supervisor of Record Name: Sunday Jones	Supervisor of Record Signature: N/A	Supervisor of Record Title: Dir, Employee/Labor Relations	Date:
Other Rating Official: N/A	Other Rating Official Signature: N/A	Other Rating Official Title: N/A	Date: N/A
2nd Level Reviewer Name: N/A	2nd Level Reviewer Signature: N/A	2nd Level Reviewer Title: N/A	Date: N/A

Employee Evaluation: Self-Evaluation Available

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Step 2: Copy

Jane Smith has completed their 2024 - 2025 self-evaluation. Do you want to copy their self-evaluation and use it as a basis for their 2024 - 2025 annual performance evaluation? You will be able to edit the performance evaluation once it has been copied. Copying the employee evaluation will not affect the employee's self-evaluation.

Supervisors are not permitted to use an employee's self-evaluation verbatim as the employee's annual evaluation.

If you do not want to copy the employee's self-evaluation, you can start the evaluation form below. If you decide not to copy the evaluation and start the evaluation form below, you will not be able to copy the employee's self-evaluation at a later time.

Step 1: Click Here To Pre-View Employee's Self-Evaluation

Step 2: Click Here to Copy Employee's Self-Evaluation To Start Their 2024 - 2025 Evaluation

Employee Information

Copy Over Employee's Self-Evaluation

UMB Performance Evaluation

Evaluation copied successfully.

Next

Once Copied, Confirmation Screen Appears

Employee Information

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● Employee Information ● Operational Objectives ● Supervisory Objectives ● Competencies ● Learning Goals and Development Plans ● Summary of Overall Performance Review Print

Employees should be evaluated on performance from April 1, 2024 - March 31, 2025.

Employee Information

Employee Last Name	Employee First Name	Mi	Employee ID#
Smith	Jane		012345
Job Title	School/Division	Department	
Specialist, Employee Rel Sr	HRS	Human Resources	
Does this employee supervise other employees?	Type of Evaluation	Period Covered	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Annual	2024 - 2025	
Supervisor of Record: (Last Name, First Name) ⓘ	Supervisor of Record EMPL ID	Supervisor of Record Email Address	Supervisor of Record Ext
Jones, Sunday	012346	sunday.jones@umaryland.edu	410 706 7302
Is there a rating official other than the supervisor of record? ⓘ			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Save Employee Information

Confirm Copied Over Information is Accurate. Modify as Needed.

Operational Objectives

The screenshot shows a web form for 'Operational Objectives'. At the top, a navigation bar includes links for Employee Information, Operational Objectives (active), Supervisory Objectives, Competencies, Learning Goals and Development Plans, Summary of Overall Performance, Review, and Print. Below this, a blue banner states: 'Employees should be evaluated on performance from April 1, 2024 - March 31, 2025.' The main section is titled 'Operational Objectives' and contains instructions: 'Enter the operational objectives that were established for the employee at the beginning or during the performance cycle. Objectives are clearly defined outcomes that are aligned with the goals of the unit or UMB as a whole, have an impact on departmental operations, are measurable, and can be achieved during the cycle identified.' Below the instructions are two bullet points: 'It is highly recommended that you save your work periodically in order to avoid any loss of data entry using the blue button below. You do not have to complete all sections at once.' and 'NOTE: Avoid copying and pasting bullets from MS Word or other word-processing applications. Copying and pasting bullets may result in data not being saved.' A question 'Were operational objectives created for the current rating cycle?' has radio buttons for 'Yes' (selected) and 'No'. The 'Objective' section has a title 'Enter Objective' and a rich text editor with a toolbar. The text 'Teambuilding' is entered. Below the editor is a 'Rating' section with radio buttons for 'Outstanding', 'Above Standards', 'Meets Standards' (selected), 'Below Standards', 'Unsatisfactory', and 'N/A'. A 'Comments' section follows with another rich text editor. The comment text is: 'Although Jane completes her day-to-day duties while also assisting her team as needed, there are areas of opportunity that Jane can improve on including xxxx, xxxx, and xx. During this evaluation cycle, we have discussed this need for improvement on multiple occasions including our weekly 1-1 meetings on November 11, 2024, and January 15, 2025. Xxxxxx xxxxxx xxxxxx xxxxxx xxx.' At the bottom is a blue button labeled 'Save Operational Objectives'. Two red callout boxes with arrows point to specific parts of the form: one points to the 'Meets Standards' radio button, and the other points to the 'Formatting Enhancements' list.

Confirm Copied Over Information is Accurate. Modify Text and Ratings as Needed.

Formatting Enhancements








- Bullets/Numbering
- Text Justification
- Indentation
- Textbox Expansion

Save Operational Objectives

Comments

Comments are required for all ratings aside from “Meets Standards”

Comments: 1

← → Paragraph B I       

- ✓ Factual
- ✓ Substantiate the Rating
- ✓ Not appropriate to write “no comment”

p 0 WORDS POWERED BY TINY

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Review

1. Review the evaluation content before submitting to the next individual in the workflow. Any changes should be made by selecting the associated screen before signing the evaluation.

● Employee Information ● Operational Objectives ● Supervisory Objectives ● Competencies ● Learning Goals and Development Plans ● Summary of Overall Performance **Review** Print

Employees should be evaluated on performance from April 1, 2024 - March 31, 2025.

Please review the evaluation below.

Employee Information

Employee Last Name Smith	Employee First Name Jane	M	Employee ID# 012335
Job Title Specialist, Employee Rel Sr	School/Division Administration and Finance	Department SOM Office of Resource Mgmt	

Review Cont'd.

Signatures

Sunday Jones (Supervisor of Record):

If you have completed and reviewed the evaluation for Jane Smith please click on the Sign Evaluation button below. Depending on whether an Other Rating Official and/or 2nd Level Reviewer is identified, the evaluation will be processed accordingly. **Note:** Please review the evaluation carefully prior to signing. Once signed, others will be able to see the evaluation.

Does this evaluation need to be reviewed by a Final Reviewer?

☒ Yes ☐ No

Reviewer's Name:

Reviewer's Title

Reviewer's Email Address

Marina Sevdalis - Specialist, Employee Rel Sr

Specialist, Employee Rel Sr

marina.sevdalis@umaryland.edu

Type person's name and select from drop down list

Sign Evaluation

Employee signature: my signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Employee Comments:

Employee Name:	Employee Signature:	Employee Title:	Date:
Jane Smith		Specialist, Employee Rel Sr	
Supervisor of Record Name:	Supervisor of Record Signature:	Supervisor of Record Title:	Date:
Sunday Jones		Dir, Employee/Labor Relations	
Other Rating Official:	Other Rating Official Signature:	Other Rating Official Title:	Date:
Lisbet Escobar	N/A	Administrator, EE Rel/Lv Mgmt	
2nd Level Reviewer Name:	2nd Level Reviewer Signature:	2nd Level Reviewer Title:	Date:
Sandra Jessee	N/A	Manager, Employee/Labor Rel	

2. Does this evaluation need to be reviewed by a Final Reviewer?

3. Select “Sign Evaluation” to Sign.

Workflow

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View from Dashboard

My Direct Reports Other Rating Official (0) 2nd Lever Reviewer (0) Final Reviewer Queue (0) My Evaluations (0)											
Evaluation Period: 2024 - 2025											
	Name	Title	Empl Class	Form	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Reqd
	Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form			Required	Pending Marina Sevdalis		2024 - 2025 Self Eval Operational Obj (0) 2025 - 2026 Learning Goals (0) 2025 - 2026	N/A

Other Rating Officials can add comments

- Recommended that initials are added to differentiate comments

Other Rating Official Review

Basic work factors: Quality of work, quantity of work and timeliness

Rating: ⓘ
☒ Outstanding ☐ Above Standards ☐ Meets Standards ☐ Below Standards ☐ Unsatisfactory ☐ N/A Reset Selections

Comments: ⓘ

Jane xxxxxxxx xxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxx xxxxx (SJ)

Xxxxxxx xxxxxxx xxxx xxxx xxxxx xxx xxxxx xxxxx xxx (LE).

Disagreement with ratings should be discussed with the supervisor outside of the platform prior to making changes

Workflow Cont'd.

Final Reviewer Signature

My Direct Reports Other Rating Official (0) 2nd Lever Reviewer (0) Final Reviewer Queue (0) My Evaluations (0)											
Evaluation Period: 2024 - 2025											
	Name	Title	Empl Class	Form	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Req'd
	Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form				<div>Pending Marina Sevdalis</div> <div>Send Reminder</div>		2024 - 2025 Self Eval Operational Obj (0) 2025 - 2026 Learning Goals (0) 2025 - 2026	N/A

The Final Reviewer will verify the evaluation's consistency and compliance with the School/Administrative Unit's criteria and offer recommendations for subsequent actions if necessary to the supervisor before the evaluation goes to the employee. The Final Reviewer does not rate, approve, or sign the evaluation, but instead accepts or denies the evaluation in adherence to relevant procedures and standards.

****The Final Reviewer is OPTIONAL and will be determined by your School/Administrative Unit HR.**

Workflow Cont'd.

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Final Reviewer Signature

Final Review

This evaluation for Jane Smith requires a final review. Please review the evaluation below. After reviewing the evaluation, please select Accept or Decline and then sign your name.

☐ Accept Evaluation
☐ Decline Evaluation

Type Your Name Below

Title
Specialist, Employee Rel Sr

Today's Date
04/28/2025

Sign Evaluation

Workflow, Cont'd.

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If Final Reviewer
Declines, Evaluation
Moves Back Through
the Workflow

My Direct Reports Other Rating Official (0) 2nd Lever Reviewer (0) Final Reviewer Queue (0) My Evaluations (0)											
Evaluation Period: 2024 - 2025											
	Name	Title	Empl Class	Form	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Reqd
	Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form	In-Process	Required	Required	Denied Marina Sevdalis		2024 - 2025 Self Eval Operational Obj (0) 2025 - 2026 Learning Goals (0) 2025 - 2026	N/A

If Final Reviewer
Accepts, Evaluation
Sends to Employee for
Review

My Direct Reports Other Rating Official (0) 2nd Lever Reviewer (0) Final Reviewer Queue (0) My Evaluations (0)											
Evaluation Period: 2024 - 2025											
	Name	Title	Empl Class	Form	Supv of Record Completed	Rating Official Completed	2nd Level Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Reqd
	Jane Smith	Specialist, Employee Rel Sr.	Exempt	2024-2025 Annual Eval Form	✓	✓	✓	Approved Marina Sevdalis	Emp Refuse To Sign Send Reminder-Empl	2024 - 2025 Self Eval Operational Obj (0) 2025 - 2026 Learning Goals (0) 2025 - 2026 Supplemental Goals (0)	N/A

*Supervisor can send reminders to employee to sign
from the Dashboard*

Reporting Features

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Admin Feature for HR Designees

UMB Performance Evaluation Dashboard Reports Admin Tools Performance Evaluation Instructions

(Admin Overview – All Evaluations (2024 – 2025))

- Below Standard Evals
- Over Due Evaluations
- Admin Overview of All Evaluations

Search

Show 10 entries Search:

	Name	Title	Empl Class	Supv of Record Completed	Rating Official Completed	Reviewer Completed	Reviewed W/ Direct Report	Direct Report Completed	Overall Rating
	Doe, John	Web Developer, Senior	Exempt	Not Started					
	Moore, Sally	Specialist, Employee Relations Sr.	Exempt	✓	N/A	✓			Outstanding
	Smith, Tom	Executive Director, Human Resources	Exempt	✓	N/A	N/A	✓	✓	Above Standards

Sort Features

Employee Access to the Self and Annual Evaluation

Employee Access to the Dashboard

Self-Eval

UMB Performance Evaluation Dashboard Staff Instructions

My Evaluations (0)

My Evaluation Profile

My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
Not available yet		2024-2025 Self Evaluation Form (optional)	Operational Obj (not completed by your supervisor yet) Learning Goals (not completed by your supervisor yet)

Annual-Eval

My Evaluations (1)

My Evaluation Profile

My 2024 - 2025 Annual Evaluation	2024 - 2025 Annual Evaluation Status	2024 - 2025 Self-Evaluation	2025 - 2026 Operational Objectives and Goals
My 2024-2025 Annual Evaluation	Review and Signature Required	2024-2025 Self Evaluation Form (optional)	Operational Obj Learning Goals

Access Prior PMP Documents

Annual Evaluation Form: Employee Review

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Jane Smith

Employee Information

Operational Objectives

Competencies

Learning Goals and Development Plans

Summary of Overall Performance

Reviewer

Print

Employees should be evaluated on performance from April 1, 2024 – March 31, 2025.

Please review the evaluation below.

Employee Information

Employee Last Name

Smith

Employee First Name

Jane

MI

Employee ID#

012334

Job Title

Specialist, Employee Labor Rel

School/Division

Administration and Finance

Department

HRS

Does this employee supervise other employees?

Yes

No

Type of Evaluation

Annual

Period Covered

2023

Supervisor of Record (Last Name, First Name)

Sunday Jones

Supervisor of Record EMPL ID

012345

Supervisor of Record Email Address

sunday.jones@umaryland.edu

Supervisor of Record Ext

410 706 7302

Is there a rating official other than the supervisor of record?

Yes

No

Rating official:

Label: Reviewer

Rating official EMPL ID

012347

Rating Official's Email Address

Label: Reviewer@umaryland.edu

Rating Official's Ext

800-786-1476

Operational Objectives

Objective:

Teambuilding

Rating:

Outstanding

Above Standards

Meets Standards

Below Standards

Unsatisfactory

N/A

Although Jane completes her day-to-day duties while also assisting her team as needed, there are areas of opportunity that Jane can improve on including xxx, xxx, and xx. During this evaluation cycle, we have discussed this need for improvement on multiple occasions including our weekly 1:1 meetings on November 12, 2023, and January 6, 2024. XXXX xxx xxx xxx.

Supervisor Objectives

A. Interact effectively and maintain positive relationships with peers, subordinates and customers.

Rating:

Outstanding

Above Standards

Meets Standards

Below Standards

Unsatisfactory

N/A

Feedback:

Jane interacts effectively and in a positive manner with her staff as well as with all colleagues/co-workers and others throughout campus. She strives to provide a positive environment where all are welcome. Jane is the first to volunteer to assist her colleagues with trainings and understanding new items. I can always count on Jane to go above and beyond.

B. Use appropriate resources to make decisions and provide information and feedback in a timely manner.

Rating:

Outstanding

Above Standards

Meets Standards

Below Standards

Unsatisfactory

N/A

Comments:

Jane uses all applicable resources when making decisions and always provides feedback or other information in a timely manner. Jane has proactively created standard operating procedures to be shared amongst her team. Jane's budget review resulted in a surplus of \$5K this year.

Competencies

Basic work factors: Quality of work, quantity of work and timelines.

Rating:

Outstanding

Above Standards

Meets Standards

Below Standards

Unsatisfactory

N/A

Comments:

Jane's work is always delivered by established deadlines. The quality of her work is consistent as she always meets set expectations.

Learning Goals and Development Plans

Learning goal/development activity:

Activity Category

Customer Focus

Activity:

By February 3, 2024, Jane will create a presentation on Employee Investigations and train three of her assigned customer groups.

1.

ABC

2.

DEF

Rating:

Met

In-Process

Not Met

Not Applicable

Summary of Overall Performance

Overall Rating and Comments:

Overall Rating:

Outstanding

Above Standards

Meets Standards

Below Standards

Unsatisfactory

N/A

Comments:

Jane did a great job this cycle.

1. You did this.

2. You did this.

3. You did the other thing.

4. And you did it well.

Signatures

Jane Smith (Employee):

Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Comments:

Type Your Name (Employee Signature)

Today's Date

04/15/2025

Sign and Submit My Evaluation

Employee signature: my signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Employee Comments:

Employee Name:

Jane Smith

Employee Signature:

Sunday Jones

Employee Title:

Specialist, Employee Rel Sr

Date:

04/07/2025

Supervisor of Record Name:

Sunday Jones

Supervisor of Record Signature:

Sunday Jones

Supervisor of Record Title:

Dir, Employee/Labor Rel

Date:

04/09/2025

Other Rating Official:

Lisbet Escobar

Other Rating Official Signature:

Lisbet Escobar

Other Rating Official Title:

Administrator, EE Rel/Lv Mgmt

Date:

04/09/2025

2nd Level Reviewer Name:

Sandra Jesse

2nd Level Reviewer Signature:


Sandra Jesse

2nd Level Reviewer Title:

Manager, Employee/Labor Rel

Date:

04/09/2025

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Annual Evaluation Form: Employee Signature & Comments

Signatures

Jane Smith (Employee):

Employee signature: My signature below is to verify that I have reviewed this performance evaluation and had the opportunity to discuss the contents with my immediate supervisor or the rating official. Although I am required to sign it, my signature does not imply my agreement or disagreement.

Comments

This has been a great year full of many accomplishments. I look forward to the next!

Type Your Name (Employee Signature) Today's Date


Jane Smith 4/25/2025

Sign and Submit My Evaluation

**What My
Signature
Means**


Once the employee electronically signs the evaluation, the evaluation is submitted. No changes can be made to the evaluation after this point.

My Evaluations Tab

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UMB Performance Evaluation Dashboard

My Evaluations (0)

 [My Evaluation Profile](#)

My 2023 Annual Evaluation	2023 Annual Evaluation Status	2023 Self-Evaluation	2023 - 2024 Operational Objectives and Goals
My 2023 – 2024 Annual Evaluation	Reviewed and Signed	2023-2024 Self Evaluation	Operational Obj Learning Goals

What To Do If An Employee Refuses To Sign

If for any reason, the employee declines to sign, as a last option, indicate “Empl Refuse To Sign” to close out the evaluation. No changes can be made to the evaluation after this point.

Evaluation Period: 2024 - 2025											
	Name	Title	Empl Class	Form or Evaluation Summary	Supv of Record Completed	Rating Official Completed	Final Reviewer Completed	Final Reviewer Completed	Direct Report Completed	Self-Eval and Oper Objectives and Goals (2025 - 2026)	PIP Req'd
	Jane Smith	Specialist, Employee Rel Sr	Exempt	2024-2025 Annual Eval Form				Approved Lisbet Escobar	Empl Refuse To Sign	2024 - 2025 Self-Eval 2025 - 2026 Operational Obj and Learning and Supplemental Goals (available on 03/11/2025)	N/A

Employee Name: Jane Smith

Performance Evaluation Year: 2024 - 2025

Supervisor Name: Sunday Jones

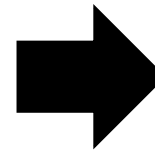
Supervisor Signature:

Witness Name:

Today's Date: 05/01/2025

Checkbox/Radios: ☐ Jane Smith declined to sign their evaluation.

[Submit](#)



Employee Name: Jane Smith

Performance Evaluation Year: 2024 - 2025

Supervisor Name: Sunday Jones

Supervisor Signature: Sunday Jones

Witness Name:

Today's Date: 05/01/2025

Checkbox/Radios: ☒ Jane Smith declined to sign their evaluation.

[Submit](#)

Available Resources

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Performance Management Program Solution Center

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If You Have a Phone or Computer,
We Have a Solution!

Designated School/Unit HR Representative

PMP Solutions Center

- 4/1/2025 – 6/3/2025 (Monday – Friday)
- 8:00 AM to 5:00 PM
- PerformanceManagement@umaryland.edu
- 410-706-7601

Center for Information Technology Services (CITS)

- help@umaryland.edu
- 410-706-HELP (4357)
- Weekdays from 8:00 AM-5:30 PM & Weekends from 8:30 AM-5:00 PM

Employee Labor Relations (ELR)

- HREL@umaryland.edu
- 410-706-7302



ADDITIONAL ONLINE RESOURCES

Supervisor Resource Guide

Comprehensive guide for Supervisors to assist with conducting effective performance reviews.

Supervisor PMP Evaluation Form Instruction Guide

Guide for Supervisors on how to use the online PMP evaluation form.



FAQs and Power Point Presentations

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RESOURCES

Employee Resource Guide

Comprehensive guide for Staff to assist with how to actively participate in the performance review process.

Employee PMP Evaluation Form Instruction Guide

Guide for Staff on how to use the online PMP evaluation form.



QUESTIONS



THANK YOU!

Thank you for joining us today. We hope you enjoyed our discussion.

