

April 21, 2020

TO: University Supervisors, STK and SAC  
FROM: Linda Jeffers, Assistant Vice President for Human Resources  
Subject: Annual Staff Performance Reviews

It is time to cap a great year of ongoing feedback and employee development by completing the annual performance reviews. Please remember that a performance review, if done well:

- Is one key to successful management and an integral part of day to day operations and long-range planning and goal-setting;
- Is one tool to facilitate and maintain open communication between a supervisor and supervisee;
- Facilitates a staff member's own career development;
- Helps an employee meet his or her professional goals; and
- Is an opportunity for a supervisor and supervisee to discuss accomplishments, the prior year's goals and to establish a plan to achieve University, department and individual goals and objectives in the coming year.

To do the review process well takes time, planning and effort but it makes a huge positive difference to an employee's perspective about how important they are to this institution and to the students we serve.

The Guideline for Pacific Employee Performance Reviews, a PowerPoint presentation, the Performance Review Form and additional resources are available [here](#) on the Supervisors tab and Management Resources tab of InsidePacific. This year Human Resources will be more flexible with the required due date which will be extended to July 31, 2020. Performance reviews with required signatures will be sent to Human Resources for inclusion in each employees personnel file.

If you have any questions, contact Cari Keller, Associate Director of Human Resources at [ckeller@pacific.edu](mailto:ckeller@pacific.edu).