

2025 – 2026 Performance Planning & Evaluation Program

For Staff

Welcome and Introductions

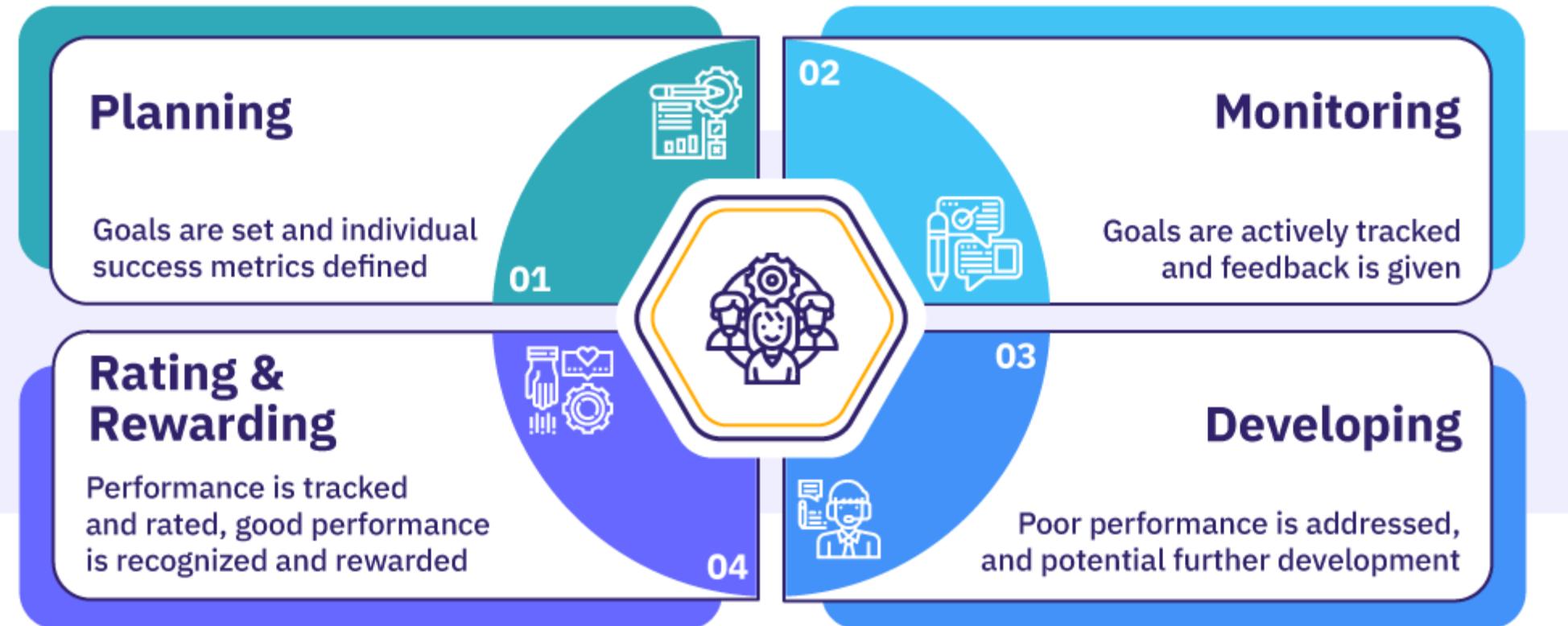
- Name
- Department
- How many years at UMass Lowell?
- What makes an effective performance evaluation?



2025 – 2026 Timeline

- January 1, 2026 – Add/Edit Previous Year Goals to Evaluation
- March 31, 2026 – Employee Self-Ratings Due
- May 15, 2026 – Manager Ratings Due
- May 20, 2026 – Manager Approval & Signature
- May 25, 2026 – Manager's Manager Approval & Signature
- May 26, 2026 – Manager/Employee Meet to Discuss Evaluation Due
- May 31, 2026 – Employee Signature Due

4 Stages of Performance Management



Critical Components in the Performance Management Process

1. Job description
2. Strategic Goals
3. Self-Evaluation
4. Personal and Developmental Goals (SMART)
5. Performance Notes
6. Performance Development Plan (PDP)

Before Your Evaluation:

1. Reflect on Previous Feedback
2. Write Down Your Specific Accomplishments
3. Think About Ways You Can Improve and Come Up With Plans to Do It
4. Consider Your Goals for the Future

SMART Goals

- “Lack of clear expectations and goal setting accounts for 80% of performance problems.”



After Your Evaluation

1. Reflect on the Conversation and Act on Your Plans
2. Look Ahead to Your Next Evaluation

Your Next Steps

- Complete the Self-Evaluation.
- Gather any documentation that you have collected throughout the year.
- Review job description.
- Establish and review performance goals and objectives.
- Schedule regular feedback sessions with your supervisor.
- Communicate! Learn to receive feedback, be a good listener and keep an open mind.
- Accept Success!

Remember

- Performance Management is about ongoing two-way communication.
- No surprises at the “official” annual evaluation.
- We all have a responsibility in the process.
- The annual performance planning & evaluation is just one step in the ongoing process.

Thank You

If there are any further questions, please contact

AskHR at www.uml.edu/askhr.